



JUNIOR LEAGUE OF FORT WORTH

Instructions for Placement Review Process

The Junior League of Fort Worth (JLFW) has implemented a placement review process for agencies requesting volunteers for the following JLFW year.

Step 1: Placement Application Review

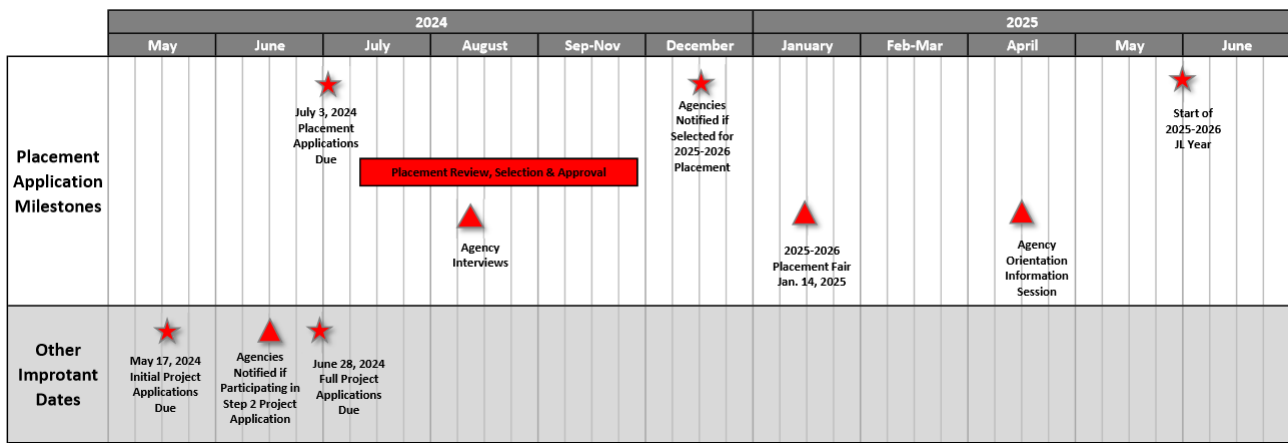
The Initial Placement Application captures basic organizational and volunteer specific information for the JLFW Placement Committee to review and evaluate for the placement of JLFW volunteers. The applications will be submitted electronically and are due by **July 3, 2024 at 3:00pm** for consideration for the 2025-2026 League year. Agencies may consolidate their overall need for volunteers into one application, or submit multiple applications for distinct opportunities. Applications for volunteers will be reviewed between the submission deadline and October. During this time the primary contact for the organization may receive a call from one of our JLFW Placement Committee members requesting more information so that we can thoroughly evaluate your needs prior to selection.

Step 2: Placement Agencies Notified

Once all applications have been reviewed, we will notify you if your placement request has been approved and how many volunteers your organization will be given during the 2025-2026 JLFW year. Additionally, your organization will receive an invitation to join our Placement Fair which will be held on **January 14, 2025**. During this event each of the selected agencies will have the opportunity to share their organization’s mission and volunteer needs, as well as answer any questions that our JLFW members have prior to their selection and placement. This is your chance to shine and share with our members the impact that they will make by volunteering with your organization!

Step 3: Beginning the Volunteer Year

As we approach June 1, 2025 and the start of the JLFW volunteer year, the Team Lead for the volunteers partnering with your organization will contact you to begin planning the 2025-2026 volunteer year and ensure that JLFW is meeting your organization’s needs. A copy of your Certificate of Insurance will be required before volunteers may begin working with your organization.



Contact for Questions: Brianna Washechek and Stephanie Gaska, 2024-2025 Placement Co-Chairs, at Placement@juniorleaguefw.org.