

# GIRL AMBASSADOR PROGRAM

# FREQUENTLY

# ASKED

# QUESTIONS

## **Q: What is the Girl Ambassador Program (GAP)?**

A: A workforce development program for Black girls and other girls of color. The program is for 9th through 12th grade girls and GFAC past participants who are taking a gap year under the age of 21. The program lasts 10 weeks.

## **Q: Does my daughter need prior work or computer experience?**

A: No, prior work or computer experience is not needed. GAP is a four-year program that builds the girls' skills.

## **Q: What will she learn?**

A: Through GAP, we provide girls in grades 9th through 12th with job readiness and professional development training, as well as the opportunity to build the skills needed for success in the 21st century. This includes learning Microsoft Office suite, graphic design, videography and more. We also teach the soft skills needed to thrive in a professional setting.

## **Q: What are the training dates and times?**

A: Saturday, Feb. 9; 9 a.m.-5 p.m. – Training (Parents must stay for first hour.)  
Saturday, Feb. 23; 9 a.m.-5 p.m. – Training  
Saturday, March 9; 9 a.m.-5 p.m. – Training  
Saturday, March 23; 9 a.m.-5 p.m. – Training  
Saturday, April 6; 9 a.m.-2 p.m. – Headshots @ Kym Brundage Photography, 1922 Colgate Ave, Richmond, Va.  
Friday, April 19; 5-9 p.m – Training  
Saturday, April 20; 9 a.m.-5 p.m. – Training  
Friday, April 26; Noon - 3 p.m. – Field trip @ 1717 Innovation Center  
Saturday, May 4; 9 a.m.-5 p.m. – Training  
Saturday, May 18; 9 a.m.-5 p.m. – Training  
Saturday, June 1; 9 a.m.-5 p.m. – Training  
Saturday, June 15; 9 a.m.-5 p.m. – Field trip to SignScapes  
Saturday, June 22; 9 a.m.-5 p.m. – Microsoft Certification testing @ Training site  
TBA – Financial Literacy field trip to Capital One Café  
TBA – Field trip to American Civil War Museum  
TBA – Speed Networking with employers @ Work & Friends  
Monday, July 8 – Aug. 15 – Internship; times will vary based on agreed schedule  
Friday, Aug. 16; 6-8 p.m. – Closing Ceremony (LOCATION TBA)

**All trainings will take place at 1657 W. Broad Street, #3a, Richmond, VA 23220.**

**\*\*\*Dates and locations are subject to change.\*\*\***

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## **Q: Is an internship guaranteed?**

A: Yes, upon completion of the program. Please note: Your daughter's age, professionalism and skills will determine her internship placement.

## **Q: How much will she earn?**

A: Q: When will participants be paid? 9th and 10th graders will receive their pay at the closing ceremony. 11th and 12th graders will be paid every two weeks after the first day of the job. Minimum wage (\$7.25 per hour) for 11th and 12th girls. Based on hours and the number of weeks, it will range between \$1,000 - \$1500. The girls will not work over 35 hours a week (varies based on each companies needs).

## **Q: What if my daughter misses a training?**

A: Any class or field trip cancellations must be communicated by email and/or phone. No more than one (1) excused class absence will be allowed and all work must be made up. Missed classes will result in removal from the program. Send any absence notification to Carol Reese at [Carol@Reesources.onmicrosoft.com](mailto:Carol@Reesources.onmicrosoft.com) and cc [info@girlsforachange.org](mailto:info@girlsforachange.org) or call (804) 420-2267.

## **Q: If my daughter does not complete the program, will I be refunded the registration and T-shirt fees?**

A: We do not refund Girl Ambassador Program registration and T-shirt fees.

## **Q: Are there any parent responsibilities?**

A: Yes. Parents must sign the computer and program commitment agreement on the first day of class. Additionally, parents will need to purchase a Girls For A Change T-shirt (\$25) for their participant and purchase a business suit, a collared shirt and comfortable dress shoes for business events and their headshots.

## **Q: Can I support in other ways?**

A: Sure. You can provide lunch or snacks for the girls. A sign-up sheet will go out soon.

## **Q: Who are some of the employers that are a part of the program?**

A: Adiva Naturals, Emergent Social Solutions, The Broad, 804RVA, Mindful Mornings and a host of others.

## **Q: Can my daughter participate in other Girls For A Change programs like the fashion camp while in the Girl Ambassador Program?**

A: Yes.

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**Q: Will the participant need a work permit?**

A: In general, 14- and 15-year-olds must have an employment certificate, (Code of Virginia § 40.1-84) have limits on hours they can work, and cannot work in certain jobs considered to be unhealthy, unwholesome, or dangerous. Minors 16 and 17 of age are not required to obtain an employment certificate and are permitted to hold many other types of jobs. They are, however, barred from working in certain particularly hazardous jobs.

You can apply for the permit and learn more information by visiting <http://www.doli.virginia.gov>.

**Q: When will participants be paid?**

A: 9th and 10th graders will receive their pay at the closing ceremony. 11th and 12th graders will be paid every two weeks after the first day of the job.

**Q: Can my daughter use her own computer?**

A: Due to privacy and security concerns, girls must use a computer assigned by Girls For A Change.

**Q: Who will pay the participant?**

A: Hours will be tracked on our time entry system and we will issue automatic deposits.

**Q: Should my daughter have a bank account?**

A; Yes, if you need assistance please consult with our Program Coordinator for guidance.

**Q: Do you have additional courses that the girls can take?**

A: Yes, entrepreneurship, shoe design and event planning.

**Q: Is there an additional cost for specialty courses?**

A: Yes, the registration fee is \$50 per course.

**Q: When are specialty courses held?**

A: The Saturdays between training or on weekdays in the evening.

**For more information about the Girl Ambassador Program, please email [info@girlsforachange.org](mailto:info@girlsforachange.org) or [tasha@girlsforachange.org](mailto:tasha@girlsforachange.org).**