



Individual Volunteer Application

314 E Jefferson Street, Plymouth, IN 46563 **Phone:** (574) 936-0660
 700 W. South Street, Bremen, IN 46506 **Phone:** (574) 546-3354 x 2013
website: www.bgcmco.org

It is a normal part of the Boys & Girls Clubs of Marshall County's procedure to reserve the right to make such checks as we deem appropriate on the suitability of working with children. This applies to professional and volunteer staff since it is our policy to treat volunteers with all the consideration given professionals. Criminal background checks will be conducted on all applicants in a manner designed not to cause embarrassment but to ensure the safety of our children. In order for us to do so, please complete the entire volunteer application and attached supplements. After receipt of paperwork by our Administrative Office - allow five plus (5+) business days for processing before hearing back regarding your placement status.

MARK THE VOLUNTEER AGE RANGE THAT APPLIES TO YOU:

Adult Volunteer (18 & Up)

Teen Volunteer (15 yrs.- 17 yrs. – age of 15+ preferred for volunteer placement)

Which Club are you applying to be a volunteer at?

Circle One Bremen Plymouth

VOLUNTEER NAME:	DATE:
MAILING ADDRESS:	APT#:
CITY:	ZIP:
MAIN PHONE #: PHONE TYPE? – LANDLINE OR CELL	OTHER PHONE #: PHONE TYPE? – LANDLINE OR CELL
***EMAIL ADDRESS --- REQUIRED:	DO YOU ACCEPT TEXT MSGS?

PRESENT OCCUPATION:

TITLE:	EMPLOYER'S NAME:	SUPERVISOR'S NAME:
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EDUCATION:

Circle highest level completed:	8	9	10	11	12	H.S. Diploma	Some College	College Degree
School:	Diploma:					Major/ Minor:		

REFERENCES: (Please limit no more than one reference to a family member):

1) Name:	Relationship:	Phone & Email:
2) Name:	Relationship:	Phone & Email:
3) Name:	Relationship:	Phone & Email:

PREVIOUS VOLUNTEER WORK OR WORK WITH YOUTH: Please briefly describe.

Where & What?	When?	Contact Name & Phone:

PREVIOUS BOYS & GIRLS CLUBS EXPERIENCE:

HAVE YOU EVER VOLUNTEERED WITH THE BOYS & GIRLS CLUBS OF MARSHALL COUNTY BEFORE? If yes, give project information, dates, and location:	Yes	No
HAVE YOU EVER BEEN A MEMBER OF THE BOYS & GIRLS CLUBS BEFORE? If yes, explain:	Yes	No

HOW DID YOU HEAR ABOUT THE BOYS & GIRLS CLUBS OF MARSHALL COUNTY?

WHY DO YOU WANT TO VOLUNTEER WITH THE BOYS & GIRLS CLUBS OF MARSHALL COUNTY? What motivates you?

ARE YOUR HOURS SCHOOL RELATED? Please briefly describe.

HIGH SCHOOL OR COLLEGE & NAME? SERVICE HOURS/ SERVICE LEARNING? # OF HRS DATE & TIME FOR COMPLETION

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HOW LONG CAN YOU COMMIT TO THIS VOLUNTEER OPPORTUNITY?

Please list **dates or the length of time**: (total hours) you are interested in committing:

ONE- TIME:	WEEKLY:	MONTHLY:	SEASONAL:
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WHAT DAYS & TIMES CAN YOU DEDICATE TO THIS VOLUNTEER OPPORTUNITY?

Please list **times and days** you are interested in volunteering:

Monday	Tuesday	Wednesday	Thursday	Friday

IS THERE A PARTICULAR GROUP YOU ARE INTERESTED IN WORKING WITH?

Mark all that apply:

Males	Females	6-9	10-12	13-15	16-18	Adults only- No Children on site
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PLEASE LIST YOUR HOBBIES & INTEREST:

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PLEASE INDICATE THE TYPE OF ACTIVITY YOU ARE INTERESTED IN:

<input type="checkbox"/> Administrative	<input type="checkbox"/> General Activities
<input type="checkbox"/> Special Programs	<input type="checkbox"/> Sports Coach
<input type="checkbox"/> Referee: Which Sport	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Arts & Crafts/ Cultural Awareness- specify	<input type="checkbox"/> Field Trips
<input type="checkbox"/> Other- specify	<input type="checkbox"/> Community Service Only: <input type="checkbox"/> Maintenance <input type="checkbox"/> Office Duties (Check one)

VOLUNTEER COMMITMENT AND LIABILITY RELEASE

"I certify that (1) the information on this application is correct; (2) promise to fulfill the commitments made to the Boys & Girls Clubs of Marshall County(3) to abide by all (BGC-MCO) policies, rules, regulations, and standards of conduct (4) release the (BGC-MCO), its employees, leaders, instructors, clients, and volunteers from any liability for loss or injury to myself or property which may occur due to my negligence or other acts of omissions, I have read and understand this policy. I understand that approval of this application allows me to volunteer with the (BGC-MCO) throughout one membership year (starting June 1 and ending May 31). After May 31 I will have to reapply for clearance in order to volunteer again with any B&GC of Marshall County program or event."

MEDIA RELEASE

"I authorize the (BGC-MCO), without limitation, to copy, publish, exhibit or distribute photographs, video tapes, &/or written testimonies of myself for the purpose of reporting or promoting volunteerism and/or the (BGC-MCO) programs, I have the authorization to waive all rights or claims I may have against your organization, and/or its agents, subsidiaries, or assignees related to the above media."

> **SIGNATURE OF VOLUNTEER:** _____ **DATE:** _____

> **(if volunteer is under 18) SIGNATURE OF PARENT OR GUARDIAN:** _____

Thank you for taking your time to complete this application and for your interest in the Boys & Girls Clubs of Corpus Christi & Robstown!

*** _PLEASE DO NOT WRITE BELOW THIS LINE-CLUB/OFFICE USE ONLY_ ***

Received by & how? _____

Date Received by Club: _____

Date Received by Admin: _____

Date Reference Check Done (by Club Director) --- **attach forms to this packet!** _____ Date Background Check Done (by Admin): _____

Interviewed by (Club Staff): _____

Date of Interview (Club Staff): _____

Accept Applicant based on interview? Yes ___ No ___ Notes: _____

Club Director Signature _____ Date _____ Office Manager Signature _____ Date _____

Chief Executive Officer Signature _____ Date _____ Background Check Approval ___ Yes ___ No

VOLUNTEER CONSENT

FOR CRIMINAL BACKGROUND HISTORY CHECK AUTHORIZATION/ WAIVER/ INDEMNITY

****If you are 17 yrs of age or younger ONLY FILL OUT YOUR NAME AND DATE OF BIRTH
& LEAVE THE REST BLANK****

~ If you are 18 yrs or older please complete ALL data requested below & sign or it will prevent processing ~

"I hereby give my permission for the Boys & Girls Clubs of Marshall County to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include juvenile offenses, arrest and conviction data, as well as plea bargains, deferred adjudications, and motor vehicle reports. I understand that this information will be used, in part, to determine my eligibility for employment or volunteer position with this organization. I also understand that as long as I remain in employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify The Boys & Girls Clubs of Marshall County, any other organization, and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer."

***NOTE:** If you are **17 years of age or younger** only fill out your Name and Date of Birth. ~ If you are 18 yrs or older complete ALL data requested below & sign or it will prevent processing ~

TYPE OR PRINT VOLUNTEER NAME*

SOCIAL SECURITY NUMBER

DRIVER LISCENSE # AND STATE ISSUED

DATE OF BIRTH*

() -
HOME PHONE

GENDER

RACE

ADDRESS (Physical address- no PO Box please)

APT#:

CITY

ZIP CODE:

Please answer the following question:

Have you ever been charged or convicted of, pled guilty to, and/ or pled "nolo conendre" to a crime to a crime (felony or misdemeanor, including but not limited to the theft, banking, fraud, drug and/ or alcohol- related offenses, assault, sex related or child abuse related offenses, etc.?)

* **YES** _____ **No** _____

If yes, please explain (State, date, court, type of crime, place off occurrence, disposition):

"I declare that all the above information is true and accurate to the best of my knowledge. I understand that the Boys & Girls Clubs of Marshall County reserves the right to decline my volunteer application based on the background report findings."

➤ **SIGNATURE OF VOLUNTEER:** _____

DATE: _____

*NOTE: Conviction of a crime will not necessarily disqualify you for placement. Each conviction will be judged on its own merit with respect to time and relatedness to volunteer job. If you have any questions or concerns about our placement process - please contact our Admin Office at 574-936-0660. Thank you.

Volunteers Code of Conduct

This agreement is intended to indicate the seriousness of your service in the Boys & Girls Clubs of Marshall County. The intent of the agreement is to assure you of our deep appreciation for your service, to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one, and provide a safe, positive environment for Club members and staff.

1. In order to protect Boys & Girls Clubs of Marshall County, volunteers and program participants, at no time during a Boys & Girls Club program may a volunteer be alone with a single child where he or she cannot be observed by others. As volunteers supervise children, they should space themselves in a way that other staff members and volunteers can see them. If a member is found being unsupervised, the member should be escorted to a supervised area.
2. Volunteers shall not abuse children. This includes: physical abuse (strike, spank, shake, slap); verbal abuse (humiliate, degrade, threaten); sexual abuse (inappropriate touch or verbal exchange); mental abuse (shaming, withholding kindness, cruelty); neglect (withholding food, water, basic care, etc.). Any type of abuse will not be tolerated and may be cause for immediate dismissal. Volunteers shall do their part to protect members by reporting any suspicious talk or mention of abuse to Boys & Girls Clubs Staff.
3. For safety reasons, members are not allowed to be carried/ swung around by volunteers. Please also do not let members sit on you laps or hold hands.
4. Volunteers must use techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Volunteers will have age-appropriate expectations and will create guidelines and environments that minimize the need for discipline.
5. Volunteers will respond to children with respect and consideration and will treat all children equally regardless of gender, race, religion, culture, ability, etc.
6. Volunteers will respect children's right not to be touched in ways that make them feel uncomfortable and their right to say no. Volunteers should never carry members or allow members to sit on their laps.
7. In the performance of their service, volunteers abide by the standards of conduct set forth by Boys & Girls Clubs of Marshall County.
8. Volunteers must appear clean, neat and appropriately attired. Out of respect for the club hats and bandanas are not allowed. For safety reasons open-toed shoes are discouraged. A volunteer may be denied for inappropriate dress.
9. Using, possessing, or being under the influence of alcohol or illegal drugs is prohibited.
10. Smoking or use of tobacco in the presence of children or parents in or around Club premises is prohibited.
11. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents are prohibited. Use of cellular devices, and/or Laptops in the presence of children is also prohibited unless approved by appropriate Unit Staff.
12. Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
13. Volunteers will portray positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
14. Volunteers are not to transport children in club or their own vehicles.
15. Volunteers may not date program participants and are strictly prohibited from telephoning club members or meeting them away from the Club.
16. Under no circumstances should volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with Boys & Girls Clubs of Marshall County).
17. Volunteers are required to read and sign all policies related to identifying, documenting and reporting child abuse and to attend training sessions on the subject, if required by Boys & Girls Clubs of Marshall County.
18. Volunteers will act at all times as a member of the team responsible for accomplishing the mission of the Boys & Girls Clubs of Marshall County.

19. Volunteers are responsible for maintaining the confidentiality of all propriety privileged information to which they are exposed while serving as a volunteer, whether this information involves a single member of the staff, another volunteer, club member or other person or involves the business of the organization.
20. I give my consent to the Boys & Girls Clubs of Marshall County to use photographs, films and sound recordings and/or images of myself for an unlimited period of time as determined by the Club.
21. I agree to release the Boys & Girls Clubs, its Officers, directors, agents, managers, employees and their successors and assigns of and from all liability, including liability caused by the negligence of the Club, on account of injury to the person or property which I, my heirs, executors, or administrators have or at any time hereafter may have due to my participation or involvement in any events or activities with the Club.
22. The undersigned further states that he/she has carefully read the Code of Conduct, understands the contents, and has signed by his/her own free act.

I certify that (1) I promise to fulfill the commitments made to the Boys & Girls Clubs of Marshall County (BGC-MCO); (2) I will abide by all (BGC-MCO) policies, rules, regulations, and standards of conduct; (3) I release the (BGC-MCO), its employees, leaders, instructors, clients, and volunteers from any liability for loss or injury to the members of our group or property which may occur do to our negligence or other acts of omissions; (4) I authorize the (BGC-MCO), without limitation, to copy, publish, exhibit or distribute photographs, video tapes, &/or written testimonies of our volunteers for the purpose of reporting or promoting volunteerism and/or the (BGC-MCO) programs. Your signature below verifies that you have read and understand all of the information contained in the Volunteer Code of Conduct. You understand that any violation of this code of conduct may result in termination. **Please be sure to contact the program staff from your chosen Club/ location to schedule your orientation; after the orientation if you have any questions please ask at that time.**

Volunteer Printed Name **Date**

Volunteer Signed Name **Date**

If Volunteer is under 18 - Signature of parent or Guardian **Date**

Club Staff Signature – Documenting you reviewed with volunteer **Date**

Club Director Signature – for approval to move forward on processing **Date**