



**BOYS & GIRLS CLUBS  
OF THE COLUMBIA BASIN**

## **Volunteer Application**

### **VOLUNTEER PROGRAM**

There are many different reasons why people volunteer. Some are interested in working with youth as a profession or are in the middle of their careers and desire to bring a new dimension to their lives. Others choose to give of their time and share their wealth of experience, enriching the lives of those they serve.

Whatever the reason for volunteering, everyone receives personal benefits from their work. There is a great deal of satisfaction that comes from being involved in the lives of others as well as positive psychological advantages. Personal maturity is developed by meeting and interacting with Club members, staff and volunteers.

Everyone connected with Clubs work together as a team to provide a positive place for kids. The needs of the Club members are a priority for all that work here. Together, we can make a difference. As volunteers we hope that you sharpen your skills and enhance your talents during your involvement with the Club and its members.

### **VOLUNTEER REQUIREMENTS**

The Boys & Girls Clubs of the Columbia Basin greatly appreciates volunteers and all they have to offer. To make the volunteer experience a positive one for staff, Club members and the volunteers, we ask that you do not just show up expecting to volunteer at that moment! The Site Directors have their daily programs determined and scheduled well in advance, and they do not have the time to stop and run the background check and assign tasks during the program hours.

Criminal History/Background Check: All potential volunteers and staff of the Boys & Girls Clubs of the Columbia Basin, who have direct contact with the children, will be required to authorize a criminal history check. The Club will incur all expenses of the background check. The results of the inquiry are reviewed and must fall within certain perimeters before the acceptance as a volunteer. Please fill out authorization form, sign, and return to Boys & Girls Clubs of the Columbia Basin. (All information retrieved through the background check is kept confidential.)

Dress Code: Like employees, volunteers are expected to maintain a high standard of personal cleanliness and present a neat, professional appearance at all times. The image the Club projects must demonstrate that it is a professional, productive, thorough and reliable provider of service in the youth development area. A volunteer's dress and grooming should be appropriate to the work situation, i.e. athletic shoes vs. high heeled dress shoes, no gang related clothing, etc. (Volunteers reporting to work improperly dressed may be sent home to change clothing)<sup>1</sup>

Substance-Free Workplace: The Club strives to maintain a substance free environment. The possession, use or distribution of legal and illegal drugs, nicotine and vape devices, and alcohol is prohibited within our workplace environment. All volunteer staff is prohibited from entering the workplace under the influence of legal/illegal substances and/or alcohol. All volunteers & staff are required to inform appropriate supervisors of policy violations. Volunteers violating this policy will be subject to dismissal.

Personal Belongings: The Club cannot be responsible for the loss of personal funds or belongings, nor is it covered by insurance for such loss. Therefore, it is the responsibility of each volunteer to adequately safeguard personal belongings.

Recording of Hours: Volunteers are required to sign in and out each time they come for service. Volunteer hours are signed off by a Site Director or Director of Programming member. If you need to track your hours for a school project or other program, you will need to provide the necessary tracking form.

Court Ordered Hours: There are a very limited number of hours available for court ordered community service. Please note that some criminal charges will disqualify you for volunteer service at the Boys & Girls Clubs of the Columbia Basin. Court ordered community service **will not** involve working directly with Club members and must be scheduled outside of Club program hours. Duties typically include, light maintenance, janitorial, painting, etc. The Club location, service dates & hours, and duties assigned for this type of service are at the Club's discretion.

The Volunteer form must be completed and accepted prior to the scheduling of community service hours by the Site Directors or Director of Programming. Once the hours have been put on the schedule it is your responsibility to arrive at the agreed dates and time. If you are unable to come, you must call in the day before and notify the Site Director. Failure to follow through with assigned tasks or giving advance notice of absence will result in dismissal and loss of any further scheduled hours and your parole officer will be notified.

School Requirement & General Volunteers: It is crucial that volunteers needing a large number of hours (i.e. Senior Projects-Key Club, etc.) get the volunteer form filled out and hours scheduled as soon as they are assigned at school. At any given time, the Club can only accommodate a limited numbers of volunteers so don't wait to the last minute! (Willingness does not guarantee we can accommodate you!) Once you have been approved and your volunteer hours put on the schedule, it is your responsibility to arrive at the agreed dates and time. If you are unable to come, you must call in the day before and notify the Site Director ensuring enough time for them to move staff or plan for a new activity, if necessary. Failure to call in, no shows, not following through on your project or assigned tasks, will result in dismissal and loss of any further scheduled hours and your class instructor will be notified. During the time of your volunteer service you are representing your school, the Boys & Girls Clubs of the Columbia Basin and most importantly, *yourself*!! We encourage you to be the best example you can be, you will have lots of little eyes looking up to you!

| Personal Information <i>(Please Print)</i>                            |  |  |  |  |                     |  |  |     |    |
|---|--|--|--|--|---------------------|--|--|-----|----|
| Full Name   |  |  |  |  |                     |  |  |     |    |
| Street Address  |  |  |  |  |                     |  |  |     |    |
| City  |  |  |  |  | State               |  |  | Zip |    |
| Email Address   |  |  |  |  |                     |  |  |     |    |
| Phone Number  |  |  |  |  | Alternate Phone     |  |  |     |    |
| Have you ever been employed or volunteered with any B&G Clubs before? |  |  |  |  |                     |  |  | Yes | No |
| If so, Which Club Location (s)  |  |  |  |  |                     |  |  |     |    |
| Employed date(s)  |  |  |  |  | Volunteered date(s) |  |  |     |    |
| How did you hear about this volunteer opportunity?                    |  |  |  |  |                     |  |  |     |    |
| Emergency Contact Name  |  |  |  |  |                     |  |  |     |    |
| Emergency Contact Phone   |  |  |  |  |                     |  |  |     |    |

| Availability To Volunteer |             |  |          |  |             |  |
|---------------------------|-------------|--|----------|--|-------------|--|
| Day of Week               | Time of Day |  | Season   |  | Commitment  |  |
| Monday                    | Morning     |  | Spring   |  | One Time    |  |
| Tuesday                   | Afternoon   |  | Summer   |  | Weekly      |  |
| Wednesday                 | Evening     |  | Fall     |  | Monthly     |  |
| Thursday                  |             |  | Winter   |  | 3-8 Weeks   |  |
| Friday                    |             |  | All Year |  | 3-6 Months  |  |
| Weekend                   |             |  |          |  | 6-12 Months |  |
|                           |             |  |          |  | Other:      |  |

| Type of Volunteering: Please Indicate Your Interests |                            |                             |                 |
|--|----------------------------|-----------------------------|-----------------|
| Working With Youth                                   | Assist With Special Events | Working Directly With Staff | Other (explain) |
| Homework Help  | Campaign For Kids          | Clerical Assistance         |                 |
| Leadership Training                                  | Duck Derby                 | Computer Training           |                 |
| Digital Literacy/Computers                           | Auction                    | Consulting                  |                 |
| Art, Drama   | Club Events/Holidays       | Photography/Videography     |                 |
| STEAM/STEM   | Youth of the Year          | Other:                      |                 |
| Health/Sports  | Other:                     |                             |                 |

| Training/Skills   |     |    |   |  |
|---|-----|----|---|--|
| The above is only a sampling of the volunteer opportunities at Boys & Girls Clubs of the Columbia Basin. Please list any special skills or areas of interest not represented above: |     |    |   |  |
|   |     |    |   |  |
| Are you Bilingual?  | Yes | No | If Yes, what language(s) do you speak or write? |  |

**References**  
 Complete information for at least three references. **One former/current supervisor is preferred.**

| Name | Kind of Reference<br>(Personal or Professional) | How do you know them?<br>(example: Supervisor, Co-Worker,<br>Friend, Relative) | Phone Number or Email<br>(REQUIRED) |
|------|---|--|-------------------------------------|
|      |   |  |                                     |
|      |   |  |                                     |
|      |   |  |                                     |
|      |   |  |                                     |

**Why Are You Interested In Volunteering With Us?**

**Disclosure Statement**

My signature below certifies that all statements and information submitted on this application are true and correct. My signature below gives Boys & Girls Clubs of the Columbia Basin authorization to conduct reference checks as part of a background investigation. I understand Boys & Girls Clubs of the Columbia Basin is an at will employer and if accepted as a volunteer I am agreeing to uphold the policies and procedures of the organization.

|                     |      |
|---------------------|------|
|                     |      |
| Applicant Signature | Date |

**Office Use Only**

|  |                           |  |
|--|---------------------------|--|
| Volunteer Interviewed                      | Date Completed            |  |
| Volunteer Accepted                         | Yes/No                    |  |
| Volunteer Background Check Completed       | Date Completed            |  |
| Volunteer Contacted & Start Date Scheduled | Date Completed/Start Date |  |
| Orientation Completed                      | Date Completed            |  |
| Area/Event Assigned                        |                           |  |
| Other Info:                                |                           |  |

# Background Check Release

This form grants the Boys and Girls Clubs of the Columbia Basin permission to submit the information below to Veriscreen, the local police departments and other appropriate agencies for a background check. The Boys and Girls Club will conduct criminal background checks of all employees, including minors, board volunteers, and all volunteers including partners and minors, who have direct, repetitive contact with children. Name-based searches may be used in any combination but will, at a minimum,

- a. Verify the person's identity and legal aliases through verification of a social security number,
- b. Provide a national Sex Offender Registry search,
- c. Provide a comprehensive criminal search which includes a national search,
- d. Provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search.
- e. Provide a motor vehicle record and child abuse registry.

Such checks will be conducted prior to employment and at a regular interval, not to exceed twelve (12) months. All current and prospective board members, staff, and volunteers are asked to complete this form, regardless of sex, race, color, creed or social status.

(Please legibly print all information)

|                               |                      |                 |
|-------------------------------|----------------------|-----------------|
| First Name _____              | Middle Initial _____ | Last Name _____ |
| ADDRESS _____                 | CITY _____           | ZIP _____       |
| WORK PHONE _____              | CELL PHONE _____     |                 |
| DRIVER'S LICENSE NUMBER _____ |                      |                 |
| EMAIL ADDRESS _____           |                      |                 |

Place of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

Have you ever been arrested?      \_\_\_\_\_ No      \_\_\_\_\_ Yes, for \_\_\_\_\_

Have you ever been convicted of a crime?      \_\_\_\_\_ No      \_\_\_\_\_ Yes, for \_\_\_\_\_

Are there any outstanding warrants against you?      \_\_\_\_\_ No      \_\_\_\_\_ Yes, for \_\_\_\_\_

Are you currently taking prescription medicine?      \_\_\_\_\_ No      \_\_\_\_\_ Yes, for \_\_\_\_\_

Please list any mental or physical disability that would impact your ability to serve as a board member or employee in any capacity or would require special accommodations from our program:

\_\_\_\_\_

\_\_\_\_\_

In signing this form you agree that the information provided above is accurate to the best of your knowledge. You also agree to remain within the scope of the Boys and Girls Clubs policies. We understand this information is very private. This information will be kept extremely confidential, and used for background check purposes only.

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Site Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Director of Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Please legibly print all information below.

|                               |                      |                 |
|-------------------------------|----------------------|-----------------|
| FIRST NAME _____              | MIDDLE INITIAL _____ | LAST NAME _____ |
| ADDRESS _____                 | CITY _____           | ZIP _____       |
| WORK PHONE _____              | CELL PHONE _____     |                 |
| SOCIAL SECURITY NUMBER _____  |                      |                 |
| DRIVER'S LICENSE NUMBER _____ |                      |                 |
| EMAIL ADDRESS _____           |                      |                 |

Place of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

Have you ever been arrested?

\_\_\_\_\_ No

\_\_\_\_\_ Yes, for \_\_\_\_\_

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Employee Printed Name:

Date:

Employee Signature:

Site Director Signature:

Date:

Volunteer Printed Name:

Date:

Volunteer Signature:

Director of Program Signature:

Date:

Board Member Printed Name:

Date:

Board Member Signature:

Executive Director Signature:

Date: