



BOYS & GIRLS CLUB

El Dorado County Western Slope

PO Box 2535, Placerville, CA 95667, Tel: (530)295-8019, Fax: (530) 344-0185

www.bgce.org

Volunteer Application

Please note that as a volunteer, you will be required to pay the \$48 background check fee. Upon completion of three months of volunteer service, the background check fee will be reimbursed by the Boys & Girls Club. Thank you for your understanding in this matter.

Check one:

College Course requirement ___ High School Student ___ Retiree ___ Community Service ___

Name: _____ Date: _____

Address (residence) _____ City _____ zip _____

Email address: _____ Home ph: _____ Wk phone: _____

If a student, name of school: _____

If presently employed, name of employer: _____

May we call your current employer? Yes No

What is the best time of day to contact you? _____

How did you hear about the Club? _____

Check which areas interest you: tutoring ___ recreation ___ snack time help ___

Working with teens ___ working with younger members ___ computer room assistance

___ arts & crafts ___ other _____

What day and time are you able to volunteer? (We ask that volunteers be able to commit one day a week for at least 2 hours --the same day and time each week if possible)

In case of emergency contact:

Name: _____ Relationship: _____

Phone number: _____

Have you ever been convicted of a Crime? Yes No

If you answered "Yes" to the above question, explain in detail in this space.

Personal or Professional References: Please provide complete addresses. References shall have known applicant for at least 5 years.

1. Name _____ phone _____

Address (please include zip code) _____

2. Name _____ phone _____

Address (please include zip code) _____

The above information is accurate and correct to the best of my knowledge.

Signature _____ Date _____

Your signature or email submission indicates your approval for us to check references in regards to your volunteering at the Boys & Girls Club. The organization is not obligated to provide a placement, nor are you obligated to accept the position offered.

Opportunities for Volunteers are provided without regard to religion, creed, race, national origin, or sex.

Please contact: Dennis Schneider, P.O. Box 2535, Placerville, Ca. 95667, (530) 295-8019.

For office only:

	Orientation	Background check	Called In	Data Base	Name tag
Date					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



BOYS & GIRLS CLUB

Boys & Girls Club of El Dorado County Western Slope Volunteer Policies

It is important in a youth development program such as the Boys & Girls Club of El Dorado County Western Slope which works with children ages 6 to 18 that there are specific policies in place that allow for the full participation of the volunteers and the safety and well being of the children. To this end, you as a volunteer in Boys & Girls Club of El Dorado County Western Slope, are responsible for understanding and adhering to the following rules:

1. Please arrive punctually.
2. Respect other's workspace.
3. Clear all activities with a Supervisor or Program Director.
4. Do Not Come to work intoxicated or under the influence of drugs.
5. Do not use vulgar or obscene language.
6. Respect all the people that you work with and the children attending the programs.
7. Do not use or take things without the permission of the owner.
8. Use office equipment for personal use with the permission of the Supervisor.
9. Children's/families histories, backgrounds or any information concerning the children is to remain confidential.
10. You are to exhibit responsible, positive, adult behavior in an attempt to be a role model for the children who are coming to the Club.
11. ***Under no circumstances are you to have contact*** with the children who attend the Club outside of the Club or outside of Club hours, unless you are helping to chaperone a field trip with Boys & Girls Club staff.
12. Should a problem arise with a child, a co-worker, or anyone at the Club please notify your supervisor immediately.

Failure to comply with any of these rules may result in your dismissal.

I have read and understand the above rules.

Signature

date

Signature of Boys & Girls Club Staff

date



BOYS & GIRLS CLUB
El Dorado County Western Slope

Confidentiality Statement of Understanding

I _____, the undersigned have read the following statements as one aspect of the orientation process for Volunteers of Boys & Girls Club of El Dorado County Western Slope (BGCEDC)

Confidentiality or the protection of children's and/or adults rights is an important tool in the treatment of these groups. Under no circumstances will the names of the children or adults, their problems, their conversations with staff or volunteers, their personal or family background be discussed with anyone outside Boys & Girls Club. This prohibition includes discussions with other volunteers and staff who are not directly servicing the families or Club members.

Volunteer seeking to gather or share information must first obtain a written release of confidentiality that is signed by a responsible adult directly related to the child, the Club, or the family, The accumulation of information or information sharing must only take place with the supervision of BGCEDC staff and must be directly related to the services performed in the capacity of a volunteer with BGCEDC.

If a youth wants to share information with you but request that you not share it with anyone else, it is a good practice to inform the youth that you may need to share it with other staff members. Then it is up to the youth to determine if he or she wishes to continue the conversation. This practice will protect you from manipulation on the part of the youth and protect the youth from a breach of confidentiality by you.

If you have further questions, please feel free to discuss with Site Director.

Volunteer Signature: _____

Volunteer Name (please print) _____

Date _____

Volunteer Screen Notice and Consent Form

BOYS & GIRLS CLUB OF EL DORADO COUNTY WESTERN SLOPE BACKGROUND INVESTIGATION CONSENT

I, _____, hereby authorize **Boys & Girls Club of El Dorado County Western Slope** and/or its agents to make an independent investigation of my background, references, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment or volunteer service with Boys & Girls Club of El Dorado County Western Slope.

I release **Boys & Girls Club of El Dorado County Western Slope** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed)

Maiden Name or Other Names Used

Present Address How Long?

City/State Zip

Former Address How Long?

City/State Zip

*Date of Birth Social Security Number Driver's License Number State of License

Signature Date

NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment **Boys & Girls Club of El Dorado County Western Slope is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.*