



BOYS & GIRLS CLUBS
OF GREATER SACRAMENTO

Volunteer Application

Administrative Office

5212 Lemon Hill * Sacramento, CA 95824 * Phone: 916-392-1350 * Fax: 916-392-1835

Where would you like to volunteer? Raley Branch (Downtown) _____ Teichert Branch (Lemon Hill) _____
Special Event _____ (School Sites) Madison _____ Hillsdale _____
Noralto _____ Foothill Oaks _____ Jed Smith _____ Kemble _____

Check one:

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

Name: _____ Date: _____

Address (residence) _____ City _____ Zip _____

Email address: _____ Home ph: _____ Alternate phone: _____

Date of Birth: _____ Ethnicity: _____

of hours needed, if any: _____ If a student, name of school: _____

If presently employed, name and phone of employer:

May we call your current employer? Yes No

How did you hear about the Club? _____

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

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

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: Judy McCurry 5212 Lemon Hill Avenue, Sacramento, CA 95824, 916-392-1350

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



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Boys & Girls Clubs of Greater Sacramento Volunteer Policies

It is important in a youth development program such as the Boys & Girls Clubs of Greater Sacramento 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 Clubs of Greater Sacramento 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. If issue remains unresolved, please advise the Volunteer Manager.
13. Please do use any I-Pods or Walkman while at the Club except during breaks. In addition, please use cell phones during breaks or emergencies. This includes text messaging, instant messaging, AIM, etc.
14. Most volunteer opportunities are available Monday through Friday only. There may however be an occasional event on the weekends.

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



Confidentiality Statement of Understanding

I _____, the undersigned have read the following statements as one aspect of the orientation process for Volunteers of Boys & Girls Clubs of Greater Sacramento (BGCSAC)

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 BGCSAC staff and must be directly related to the services performed in the capacity of a volunteer with BGCSAC.

If a youth wants to share information with you but requests 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 _____