

Individual Volunteer Application
 3902 Greenwood Dr. Corpus Christi, TX 78416
Telephone: (361) 853-2505 **website:** www.bgccb.org

Thank you for your interest in volunteering for our organization. In order to volunteer you must complete the following: volunteer application, background check, & code of conduct. After completion of your application, please submit to front desk at the Club you wish to volunteer. It is the responsibility of the Club Director within 3 business days to turn your application into the Administrative office. **After payment of \$5 and receipt of paperwork is received by our Administrative Office - allow five plus (7+) business days for processing before hearing back regarding your placement status. PLEASE NOTE: MUST PROVIDE TWO FORMS OF ID (Driver's License, Social Security Card, Valid Passport)**

MARK THE VOLUNTEER AGE RANGE THAT YOU FALL IN:

____ **Adult Volunteer (18 & Up)** ____ **Teen Volunteer (15 yrs- 17 yrs. – age of 15+ preferred for volunteer placement)**

VOLUNTEER NAME:		DATE:	
MAILING ADDRESS:		APT#:	
CITY:	STATE:	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 THE COASTAL BEND 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 THE COASTAL BEND?

WHY DO YOU WANT TO VOLUNTEER WITH THE BOYS & GIRLS CLUBS OF THE COASTAL BEND? 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

HOW LONG CAN DO YOU WISH TO VOLUNTEER?:

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

ONE- TIME:		WEEKLY:		MONTHLY:		SEASONAL:	
Monday	Tuesday	Wednesday	Thursday	Friday			

WHICH BOYS & GIRLS CLUBS LOCATION WOULD BE THE MOST CONVENIENT FOR YOU? Please circle one.

Greenwood Unit-3902 Greenwood Dr. Corpus Christi, TX 78416	Robstown Unit-401 W. Ligustrum Robstown, TX 78380
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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:

PLEASE INDICATE THE TYPE OF ACTIVITY YOU ARE INTERESTED IN:

ΔTutoring & Homework Help- specify interest(s)	ΔSpecial Interest Classes/ Teaching a Hobby- specify
ΔComputers/Technology or Other Educational Activity- specify	ΔSpecial Event/ Public Speaking/ Fundraising- specify
ΔCareer/ Leadership/ Character Development- specify	ΔOffice/ Clerical Work- specify
ΔArts & Crafts/ Cultural Awareness- specify	ΔService Project/ Clean-up/ Maintenance- specify
ΔAthletics/ Health & Fitness- specify	ΔOther- specify
ΔCommunity Service Only: <input type="checkbox"/> Maintenance <input type="checkbox"/> Office Duties (Check one) Must provide court order paperwork-Not guaranteed& will not work w/ youth	

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 the Coastal Bend (BGC-CB); (3) to abide by all (BGC-CB) policies, rules, regulations, and standards of conduct (4) release the (BGC-CB), 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-CB) 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 the Coastal Bend program or event."

MEDIA RELEASE

"I authorize the (BGC-CB), 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-CB) 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 the Coastal Bend!

Equal Opportunity Policy

The Boys & Girls Clubs of the Coastal Bend is an equal opportunity employer, as required by local, state and federal laws. While not legally obligated to comply with certain federal and state laws, the Boys & Girls Club is committed to the spirit of all applicable laws and regulations relating to equal opportunity in hiring its employees, as well as selecting its volunteers. To this end, it is the club's policy not to discriminate against any individual in any manner prohibited by law. "The Club will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, age, national origin, disability, marital status, veteran status, [sexual orientation] or other protected status. For these purposes, the term "harassing conduct" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, age, national origin, disability, marital status, veteran status, [sexual orientation] or other protected status. The term harassing conduct also includes sexual advances, requests for sexual favors and other conduct of a sexual nature."

*** PLEASE DO NOT WRITE BELOW THIS LINE-CLUB/OFFICE USE ONLY ***

Received by & Initials: _____	Date Submitted to Admin: _____
Date Received by Club: _____	Date Received by Admin: _____
Date Reference Check Done (by Club Director)--- attach forms to this packet!: _____	Date of Interview (Club Staff): _____
Interviewed by (Club Director/Program Manager): _____	Date Background Check Done (by Admin): _____
Background Check Approval ___ yes ___ No	Admin Signature: _____
Club Director Signature _____ Date _____	
Director of Program Operations Signature _____ Date _____	
Chief Executive Officer Signature _____ Date _____	

VOLUNTEER CONSENT

FOR CRIMINAL BACKGROUND HISTORY CHECK AUTHORIZATION/ WAIVER/ INDEMNITY

***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 ~

"I hereby give my permission for the Boys & Girls Clubs of the Coastal Bend, Inc. to obtain information relating to my criminal history record as received through the State of Texas and/or any other background screening organizations. 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 the Coastal Bend, 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."

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 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."

➤ **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 ask for our Administrative Manager of Operations at 361-853-2505. Thank you



**BOYS & GIRLS CLUBS
OF THE COASTAL BEND**

**Volunteers Code
of Conduct**

This agreement is intended to indicate the seriousness of your service in the Boys & Girls Clubs of the Coastal Bend. 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 the Coastal Bend, 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 the Coastal Bend.
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 Branch 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 the Coastal Bend).

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 the Coastal Bend.
18. Volunteers will act at all times as a member of the team responsible for accomplishing the mission of the Boys & Girls Clubs of the Coastal Bend.
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 the Coastal Bend 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 the Coastal Bend (BGC-CB); (2) I will abide by all (BGC-CB) policies, rules, regulations, and standards of conduct; (3) I release the (BGC-CB), 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-CB), 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-CB) 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