

BOYS & GIRLS CLUB OF THE SMOKY MOUNTAINS VOLUNTEER APPLICATION

(Revised 11/98)

FOR OFFICE USE ONLY:

DATE RECEIVED _____ ORIENTATION DATE _____ REFERENCE CHECK DATE: _____
 STAFF INITIALS _____ VOLUNTEER PLACEMENT _____

GENERAL INFORMATION:

Name (print) _____ How do you prefer to be addressed? _____
 Address: _____ City: _____ Zip Code: _____
 Date of Birth: _____ Social Security # _____
 Phone Number: _____ Emergency Contact Name Number: _____

EDUCATION & WORK EXPERIENCE:

Education (Institutions (s) and Degree, diploma or highest completed grade level) _____
 Who is your present employer? Company Name _____
 Address _____ City _____ State _____ Zip Code _____

BACKGROUND INFORMATION: Check yes or no in the box for the following questions.

- | | Yes | No | |
|---|-------|-------|---------------------------------|
| 1. Have you ever been convicted of a crime? | _____ | _____ | If yes what : _____ |
| 2. Do you have a valid Tennessee Drivers license? | _____ | _____ | If yes list the # _____ |
| 3. Have you ever volunteered before? | _____ | _____ | If yes with who and when: _____ |

REFERENCES: List (3) references not related to you:

| NAME | ADDRESS | PHONE # | YEARS ACQUAINTED |
|------|---------|---------|------------------|
| | | | |
| | | | |
| | | | |

I hereby give my consent for the Boys & Girls Club of the Smoky Mountains to make inquiry to ascertain information concerning my background. **Signature** _____ **Date** _____

VOLUNTEER POSITION DESIRED:

GROUP CLUB LEADER _____ HOMEWORK ASSISTANCE _____ MUSIC /DRAMA _____ GAME ROOM _____
 ARTS & CRAFTS _____ ADMINISTRATIVE HELP _____ BUS DRIVER _____ COACH _____ OTHER _____

DAY AND TIMES YOU ARE AVAILABLE :

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |
| | | | | | | |

CLUB HOURS 3:00-7:00 PM DURING SCHOOL YEAR AND 7:00 AM - 6:00 PM DURING SUMMER



www.verifiedperson.com
11 West 42nd Street
12th Floor
New York, NY 10036
212.278.8000 phone
212.938.1119 fax

Consent Form for a Criminal Background Check

I understand that Boys & Girls Club of the Smoky Mountains will conduct a criminal history background check as part of the procedure for processing my employment/volunteer application.

I understand that Boys & Girls Club of the Smoky Mountains will conduct an investigation that verifies my social security number and includes obtaining information regarding my past employment and criminal background. I understand the criminal history background check will include my counties of residence to search for criminal records.

I also understand that before I am denied employment based on information obtained in the report, I will receive a copy of the report and a written description of my rights under the Fair Credit Reporting Act.

I understand if I disagree with the accuracy of any information in the report, I must notify Boys & Girls Club representatives within three (3) business days of receipt of the report. If I notify Mark Ross within this time, I will have a reasonable opportunity to address the information contained in the criminal history background check report.

I understand that the information contained in the criminal history background check will be available to those persons involved in making employment decisions or performing the background investigation and that this information will be used for the purpose of making employment decisions.

Name _____

Date _____

Date of Birth

BOYS & GIRLS CLUB OF THE SMOKY MOUNTAINS

VOLUNTEER GUIDELINES FOR INTERACTION WITH MEMBERS

The following is a list of guidelines for all staff and volunteers to use while interacting with members at the Boys & Girls Club of the Smoky Mountains. Failure to follow these guidelines may result in immediate termination of volunteer privileges.

- As a volunteer with the Boys & Girls Club of the Smoky Mountains, your most important job is to be a positive role model for the youth you are interacting with at all times.
- Remember that safety and security of children is the top priority. If it looks unsafe, don't do it.
- When interacting with youth, you must be fun, consistent and fair with your disciplinary approach. Remember that consistency, not severity, of punishment is what works best.
- Do not initiate any physical contact with members. Keep in mind that such actions can easily be misinterpreted.
- When counseling members of the opposite sex, it should be done in full view of other staff members. If counseling is to be done in a private room, a staff member or volunteer of the same sex must be present.
- If you witness or have knowledge of any form of abuse (physical, sexual, verbal, etc.), you are to report it to the staff member in charge immediately.
- Do not get into conflicts with members or staff. If a conflict arises, see the staff member in charge immediately.
- Never transport members anywhere in your car without first discussing the situation with the staff member in charge of the Boys & Girls Club.
- Religious services are considered valuable, but a volunteer must respect a member's religious preferences and beliefs. Volunteers should avoid teaching their own denominational doctrines or soliciting for church membership while at the Boys & Girls Club.
- The Boys & Girls Club of the Smoky Mountains does not offer injury insurance to volunteers. This means that if you are injured while volunteering for the Boys & Girls Club, we would not be responsible.
- We are not responsible for the loss of any personal property you may bring to the Boys & Girls Club. Please don't bring anything to the Club you can't afford to lose.
- Volunteers should not deal with any Club money or financial transactions.

By signing below, I fully understand the volunteer guidelines for interacting with members described to me above. I also agree that by signing this document, I agree to adhere to these guidelines set forth by the Boys & Girls Club of the Smoky Mountains.

Signature _____ Date _____