



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Steps in Becoming a BGC Burbank Volunteer

Hello Volunteer Candidate,

Thank you for showing interest in volunteering at the Club. We have volunteer opportunities at the Main Club located at 300 E. Angeleno Ave, Burbank, CA 91502 and at several of our Burbank school sites. Volunteers can assist K–12th grade members with homework, STEM, Creative Arts, and Athletic programming. BGCB is always in search of new opportunities to fulfill our mission. If you have a program, workshop, or project idea, please let us know. Our volunteer hours are Monday–Friday from 3 PM–6 PM during the school year, and 9 AM–6 PM during our summer program. Below are the steps that need to be completed before you can begin volunteering at the Club.

Teen Volunteer Instructions:

We accept teen volunteers who are between the age of 16 and 17. To volunteer, please register on our parent portal at <https://bgcburbankandgreatereastvalley.my.site.com>. The step-by-step enrollment guide is available on our website under the **Teen Volunteers** section. Once registered for our teen volunteer program, volunteers must complete an orientation before they can begin volunteering. Please contact volunteers@bgcburbank.org to schedule your orientation.

Adult Volunteer Instructions: All steps (1-6) must be completed.

1. **Volunteer application** – Adult volunteers must submit the volunteer application online through the link provided <https://bgcburbankandgreatereastvalley.my.site.com/portal/s/volunteer-application>. Once the application is completed, you will automatically receive an email with the next steps (Step 2-5) and required documents from Boys & Girls Club of Burbank and GEV. If you don't see it within an hour, please be sure to check your junk or spam folder. The email will include important attachments to help you begin the process. If the link has not been sent to you, please reach out to Director of Programs at volunteers@bgcburbank.org. *When completing the volunteer application, please be sure to include your legal name.*
2. **Background Check** – Volunteer candidates will receive a link from First Advantage within the next business day of completing the volunteer application. After completing the link, the background check will process. We receive the result within 3 – 5 business days and will contact you. The background will cover:
 - a) National Sex Offender Registry
 - b) National criminal search
 - c) Local criminal search
3. **LiveScan** – BGC will be covering the expense of your Live Scan. Once your Live Scan is complete, we will receive the results within 3–5 business days. Please note, the Live Scan process is only for candidates who are 18 years old and older. Volunteers must complete the “Applicant” portion of the LiveScan Request Form and take it to:

City of Burbank Management Services Department
[301 East Olive Avenue Burbank, CA91502](https://www.cityofburbank.org/301-East-Olive-Avenue-Burbank-CA91502)

Phone Number: 818-238-5340

Live Scan Hours:

Monday: Closed

Tuesday/Thursday: 1pm – 5pm

Wednesday/Friday: 9am – 1pm

***Please call 818-238-5425 to schedule an appointment**

If you're unable to schedule an appointment with our vendor, you may take the request form to any Live Scan location (many USPS stores offer this service). Below are two nearby locations for your convenience. Please email a copy of your receipt to hr@bgcburbank.org for reimbursement

Pak & Ship All

1317 N San Fernando Blvd

Burbank, CA 91504

Phone Number: 818-845-3332

Hours of Operation:

Monday-Friday: 9:00am-5:00pm

Saturday: 10:00am-2:00pm

Sunday: Closed

Burbank Shipping Center

1812 W Burbank Blvd

Burbank, CA 91506

Phone Number: 818-846-1400

Hours of Operation:

Monday-Friday: 8:00am-6:00pm

Saturday: 9:00am-5:00pm

Sunday: Closed

Once completed, please email volunteers@bgcburbank.org a copy of your LiveScan form or ATI number from the form.

4. **Tuberculosis Test/Assessment** – Adult candidates whose commitment involves working directly with Club members at the school sites submit proof of a current negative TB test. *This is only required for those volunteering at a school site.*

5. **BGCA online trainings** – Boys & Girls Club of America has mandated a training for all volunteers to complete through bgca.net. The required course is outlined below, and login credentials will be provided to you for access.

Foundations: Preventing Abuse in Youth-Serving Organizations

Training time: 45 minutes

In the Foundations: Preventing Abuse in Youth Service Organizations, participants will be prepared to create safer environments to prevent child sexual abuse. This training meets the membership requirement topic for BGCA approved training in child abuse prevention, grooming prevention, and mandated reporting.

Once this training has been completed, you will need to send a copy of the certificate to Director of Programs at volunteers@bgcburbank.org.

6. **Orientation** – Adult and teen volunteer candidates will need to complete an orientation before or on the first day of volunteering. During the orientation, volunteers will need to complete:
 - b. Tour of facility or area
 - c. Sign in/out protocol
 - d. How to track volunteer hours
 - e. Review of BGC Safety Policy and Procedures
 - f. Review Mandated Reporter BGC Burbank Memo

For more information, please contact the main club (818) 842-9333 ext. 122 or volunteers@bgcburbank.org