



**BOYS & GIRLS CLUB**  
OF BURBANK AND GREATER  
EAST VALLEY

Volunteer Application Form

**Basic Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School/Place of Employment: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_

**Activity Participation:**

Full \_\_\_\_\_ Limited: \_\_\_\_\_ Health Conditions: \_\_\_\_\_

Allergies/Medication Restrictions: \_\_\_\_\_

**Emergency Information:**

1<sup>st</sup> Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Num: (\_\_\_\_\_) \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Num: (\_\_\_\_\_) \_\_\_\_\_

**Volunteer Information:**

Reason for Volunteer Work: \_\_\_\_\_ Amount of hours to be completed: \_\_\_\_\_

Character Reference: \_\_\_\_\_

Days and times you are available: \_\_\_\_\_

**Volunteer Guidelines:**

- Volunteer hours are from 3pm-6pm Monday-Friday
- You are responsible for keeping an accurate record of your hours
- A volunteer lanyard must be acquired in the front office BEFORE entering the Club
- Foul language or inappropriate activity are not permitted at any time
- Do not use your phone while watching children
- Report any incident regarding a child to a Department Head/Unit Director
- Remain actively engaged at all times with the children, not with other volunteers
- Stay in your assigned department unless otherwise directed
- Clothing must be tidy and appropriate. Gang affiliated or revealing clothing is not acceptable
- Be respectful to all members of the club including staff, children, and other volunteers
- Any sexual references to any member or staff will not be tolerated and maybe cause for immediate termination from the program
- Items belonging to the Boys & Girls Club that are damaged, lost, or stolen while in your care must be replaced
- VOLUNTEERS ARE NEVER TO BE ALONE WITH A CLUB MEMBER

**Pledge of Personal and Professional Conduct:**

- **Integrity** --I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** --I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** -- I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- **Diversity** -- I will support and value diversity -- promoting a working environment that embraces the similarities and differences all people bring to the organization.
- **Respect** -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** -- I will take responsibility for my actions and decisions.

I have read the following and understand what is expected of me as a volunteer for the Boys & Girls Club of Burbank and Greater East Valley. I understand that my inability to comply with the aforementioned guidelines is grounds for dismissal from the club on a temporary or even permanent basis.

Volunteer Signature

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Date

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Parental Consent and Release (for volunteers under the age of 18)

My signature attached to the following statements signifies my understanding and acceptance of the terms stated herein. Permission is herewith granted for my child to participate in all sponsored Boys & Girls Club activities or special events during the time he/she is a volunteer in the organization.

Release is also given for medical, hospital, or surgical care in the case of an accident or emergency, when administered by a licensed physician, provided neither parent can be reached. Further, I agree that the Club may personally transport my child to the nearest known hospital and will hold the Club harmless of any consequences related to such transportation.

I grant permission for the Club to take and use photos and video footage of my child in the news and press releases included but not limited to, promotional materials.

Further, I herewith acknowledge a WAIVER OF CLAIMS, which releases and forever discharges the Boys & Girls Club of Burbank and Greater East Valley, its staff, and Board of Directors, from any claim or demand what so ever arising out of the participation of my child or ward in the Boys & Girls Club of Burbank and Greater East Valley planned programming conducted in or outside a Boys & Girls Club facility or in the handling of an emergency involving the aforementioned boy/girl volunteer.

Code of Ethics

I understand that my child is responsible for being vigilant and helpful at all times and that any conduct deemed inappropriate by the Boys & Girls Club of Burbank and Greater Eat Valley is cause for dismissal as a volunteer.

My son/daughter will:

- Demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, and considerations of the rights of others.
- Strive to meet the highest standards of performance, quality, service and achievement.
- Communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- Support and value diversity -- promoting a working environment that embraces the similarities and differences all people bring to the organization.
- Respect and act fairly toward all those with whom they come into contact with and refuse to engage in or tolerate any form of discrimination or harassment.

Field Trip Policy (please check one)

☐ I authorize my child to fully participate at the Boys & Girls Club, including attending field trips as a volunteer.

☐ I would like to be contacted in the event that my child is to attend a field trip as a volunteer.

☐ I do NOT authorize my child to attend any field trips with the Boys & Girls Club.

Replacement Policy

Please note that the Boys and Girls Club of Burbank and Greater East Valley is not liable for any lost or stolen items. Furthermore, if volunteers lose or break Boys & Girls Club of Burbank and Greater Eat Valley property or equipment, it is expected for the volunteer to replace it.

By Signing below you are agreeing to all the terms above:

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_



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Disclosure Statement

I, \_\_\_\_\_, hereby declare and attest that I have never been charged with nor convicted of any of the below-listed crimes:

Drug Possession

Any sexual crime

Any crime related to a violation against a minor

Any violent crime such as armed robbery or assault

I, \_\_\_\_\_, am the parent/guardian of \_\_\_\_\_ and hereby declare and attest that she/he has never been charged with nor convicted of any of the above-listed crimes.

Print Name of Volunteer \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Teacher/Counselor Approval of Participation\*

Dear School Teacher/Counselor,

Student, \_\_\_\_\_, is interested in participating in the Teen Volunteer Program through the Boys & Girls Club of Burbank and Greater East Valley.

The Boys & Girls Club is dedicated to providing a positive experience both for youth volunteers and our members. If accepted into the program, teen volunteers will meet with our youth development professionals for weekly meetings on Thursday nights at 7pm and will be placed either at our Main Club facility or at an elementary school enrichment site. Volunteers will assist youth, ages 6-10, in homework help, athletics, enrichment programs, set up and clean up of activities, administering snack, and generally assisting Boys & Girls Club staff in after-school duties.

By signing below, you are acknowledging that you feel there is no reason to bar this student from the volunteer activities listed above.

Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please check here if this student should NOT be placed in an environment with young children: \_\_\_\_\_

Additional Comments:

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\*Please return this page to the prospective volunteer in a sealed envelope.