



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Adult Volunteer Application

Basic Information:

Date: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

School/Place of Employment: _____

Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

E-Mail: _____

Birth date: ____/____/____ Age: _____ SSN: _____

Activity Participation:

Full _____ Limited: _____ Health Conditions: _____

Allergies/Medication Restrictions:

Emergency Information:

1st Contact: _____ Relationship: _____

Phone Num: (_____) _____

2nd 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 9am-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

Date



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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: _____