



# 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:**

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

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

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

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

#### **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:
  - ❖ Afterschool program: Monday-Friday 3 pm-6pm
  - ❖ Summer Camp: Monday-Friday 9 am – 6 pm
- 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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OF BURBANK AND GREATER  
EAST VALLEY

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: \_\_\_\_\_