



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: _____

Cell Phone: (_____) _____ - _____ E-Mail: _____

Birth date: ____/____/____ Age: ____

Allergies, Health Conditions or medical restrictions that might limit your ability to perform certain type of volunteer work? If so, please specify below.

Emergency Information:

1st Contact: _____ Relationship: _____

Phone Number: (_____) _____ - _____

2nd Contact: _____ Relationship: _____

Phone Number: (_____) _____ - _____

Reference and Availability Information:

Name and phone number of a Character Reference: _____

Indicate the days and times you are available to volunteer below:

Monday	Tuesday	Wednesday	Thursday	Friday

Interest Information:

Why are you interested in volunteering at BGC Burbank? What skills/expertise would you like to share as it relates to your volunteer work?

What program(s) are you interested in volunteering with?

- | | |
|---|---|
| <input type="checkbox"/> Art / Performing Arts | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Deaf and Hard of Hearing (DHH program) | <input type="checkbox"/> Games room / Homework Assistance |
| <input type="checkbox"/> Science, Technology, Engineering, Mathematics (STEM) | <input type="checkbox"/> Teen Program |
| <input type="checkbox"/> Club related events /other: _____ | |

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.

Disclosure Statement

I 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 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: _____