



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Teen Volunteer Application

Basic Information:

Date: _____

Last Name: _____ First Name: _____

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

School: _____

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

Birth date: ____/____/____ Age: ____

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

Emergency Information:

1st Contact: _____ Relationship: _____

Phone Num: (____) _____

2nd Contact: _____ Relationship: _____

Phone Num: (____) _____

Availability Information:

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?

- Art / Performing Arts*
- Deaf and Hard of Hearing (DHH program)*
- Science, Technology, Engineering, Mathematics (STEM)*
- Club related events /other: _____*
- Athletics*
- Games room / Homework Assistance*
- Teen Program*

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, consideration 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: _____



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Parental Consent and Release
 (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 including 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 the Board of Directors, from any claim or demand whatsoever 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 East 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 consideration 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.

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 East 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: _____