



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

## Steps in Becoming a BGC Burbank Volunteer

Hello volunteer candidate,

Thank you for showing interest in volunteering at our club. We certainly have volunteer opportunities here at the Main Club at 300 E. Angeleno Ave Burbank, CA 91502. Volunteers will be assisting 1<sup>st</sup> – 12<sup>th</sup> grade members with homework and assist the staff in running activities. BGCB is always in search of new opportunities to fulfill our mission. If you have a program, workshop or project idea, please let us know. Our volunteer hours are Monday – Friday from 3 pm – 6 pm during the school year and 9am – 6 pm during our summer program. Below are the steps that need to be completed before you can begin volunteering with our club.

***\*Please note: One time group or individual volunteer's only need to complete the volunteer application, background check and orientation.***

1. **Volunteer application** – Complete the adult or high school volunteer application. It can be submitted in person at our Main Club or by email at [priscillaocha@bgcburbank.org](mailto:priscillaocha@bgcburbank.org);
2. **Background Check** – Once you have submitted your completed volunteer application, you will receive a link from First Advantage within the next business day. After completing the link, the background check will process. We receive the result within 3 – 5 business days.
3. **LiveScan** – BGC will be covering the expense of your live scan. The Membership Department will provide you the necessary documentation to present to the City of Burbank Management Service Department to start the process. Once your livescan is complete, we will receive the result within 3 – 5 business days. *Please note, the livescan process is only for candidates who are 18 yrs old and older.*
4. **Tuberculosis Test/Assessment** – Candidates whose commitment involves working directly with Club members at the school sites must submit proof of a current negative TB test.
5. **BGCA online trainings** – Boys & Girls Club of America has mandated 3 trainings for all volunteers to complete through bgca.net. The trainings are listed below.
  - a. *Duty to Report: Mandated Reporter*
  - b. *Foundations: Preventing Abuse in Youth-Serving Organizations*

Once these trainings have been completed, you will need to send a copy of the three certificates to the Membership Director, Priscilla Ochoa at [priscillaocha@bgcburbank.org](mailto:priscillaocha@bgcburbank.org).

6. **Orientation** – Once steps 1 – 4 have been completed and we have received the results from the background check and the livescan, the membership Director will contact you to schedule volunteer orientation and establish a volunteer schedule.

For more information, please refer to the volunteer requirement sheet or contact the main club (818) 842-9333 ext. 113 or [membership@bgcburbank.org](mailto:membership@bgcburbank.org)