



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 the club. We have volunteer opportunities at the Main Club located at 300 E. Angeleno Ave Burbank, CA 91502. Volunteers are able to assist K – 12th grade members with homework, STEM, Creative Arts, and Athletic programming. 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 at the club.

Teen Volunteer Instructions:

We accept volunteers who are between the age of 16 and 17. To volunteer, please register on our parent portal at www.parentportal.bgcburbank.org and create a profile then click on Enroll tab and select the child's name and Unit: Main Club house. Then you need to select 'Teen Program Volunteer' and follow the prompt to conclude registration. Once registered for our teen program, they must complete an orientation and start volunteering.

Adult Volunteer Instructions: *Please complete the volunteer application and steps 2-6 to start volunteering.*

1. **Volunteer application** – Adult volunteers can submit the volunteer application in person at the Main Club or by email at Arpineh@bgcburbank.org.
2. **Background Check** – For adult volunteers, 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 and will contact you.
3. **LiveScan** – BGC will be covering the expense of your live scan. The Director of Programs 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.
 - *This is only required for those volunteering at a school site*
5. **BGCA online trainings** – Boys & Girls Club of America has mandated two trainings for all volunteers to complete through bgca.net. These trainings will be emailed to you to complete online. 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 two certificates to Director of Programs, Arpineh Khodagholian at Arpineh@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 Director of Programs 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. 122 or Arpineh@bgcburbank.org