|  |  |
| --- | --- |
| Received By: |  |
| Date Received: |  |
| Date Cleared Background: |  |



**Please complete the entire application.**

|  |
| --- |
| Name: |
|  (Last) (First) (Middle) |
| Address: |
|  (Street) (City/State) (Zip) (Apartment/Unit#) |
| Phone: |
|  (Home) (Work) (Cell) |
| Date of Birth: |
| Email Address: Boys & Girls Club Alumni: **Yes No** |

|  |
| --- |
| Emergency Contact: Phone: |
| Relationship: |

Have you ever been employed or volunteered for BGCCC before?  **\_\_\_\_\_Yes \_\_\_\_\_No**

If so, in what capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer or School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation, Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year or Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If retired, previous occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please briefly tell us why you would like to volunteer at the Boys & Girls Club.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of volunteer work interested in:

\_\_\_\_\_Mentor \_\_\_\_\_Tutor \_\_\_\_\_General/Admin \_\_\_\_\_Athletics \_\_\_\_\_Facilities \_\_\_\_\_Special Events \_\_\_\_\_Culinary \_\_\_\_\_Classroom \_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Location Preference: \_\_\_\_\_**Immokalee \_\_\_\_\_Naples \_\_\_\_\_Both**

What are your special interests, hobbies, skills, etc.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many hours per week would you like to volunteer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have specific days and hours of the week that you would prefer to volunteer? If so, please fill in where appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Are you a seasonal resident? Yes No** | **If so, please provide your alternative address & phone number.** |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Street) (City/State) (Zip Code)Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home) (Work) (Cell) |

Were you recommended to the Boys & Girls Club to volunteer? **\_\_\_\_\_Yes \_\_\_\_\_No**

I was recommended by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you agree to have a background check as per the volunteer policy of the Boys & Girls Club? \_\_\_\_\_Yes \_\_\_\_\_No**

**Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Signature Date**

# **Drug-Free Workplace Policy**

Effective immediately, the Boys & Girls Club of Collier County is implementing a Drug-Free Workplace Program to ensure that our business operations are free from the adverse effects of drugs and alcohol. It is a condition of volunteer service at the Boys & Girls Club of Collier County for volunteers to refrain from taking illegal drugs on or off the job and from using alcohol on the job.

# **Confidentiality Policy Statement**

It is the policy of the Boys & Girls Club of Collier County that no staff member or volunteer should discuss their personal lives or situations with any Boys & Girls Club member at any time, including having a conversation with fellow staff members or volunteers in the presence of club members. Info Both verbal and written information regarding Club members, paid staff, and volunteer privileges and confidential.

# **Child Abuse Policy and Procedures**

The following policy and procedures concerning child abuse will be adhered to in all cases by all staff, employees, and volunteers:

1. If you, as a volunteer, suspect and/or are knowledgeable of any form of abuse (physical, sexual, etc.) of a child at any Boys & Girls Club facility/program, it should be reported immediately to the Club Director through your immediate supervisor. The Club Director is responsible for verbally reporting the suspicion to the appropriate authorities, noting the name of the person or persons of the above authority who took the report.
2. A detailed written report will be required and must be submitted within 24 hours, following the procedures outlined in paragraph one.
3. If a volunteer is suspected/accused of abuse, the following guidelines will be followed:
	1. Report of the abuse shall be made to the authorities with the understanding that we are not making a judgment until a complete investigation is made.
	2. Volunteer shall be suspended until the authorities give a complete conclusion wheas re the charge is founded or unfounded. Reasonable time should be within 4 to 5 days maximum.
	3. Should authorities determine the suspected abuse by the volunteer is founded, the individual will be terminated immediately, with cause.

I understand and agree to the above three policies as a condition of my volunteer service. I understand that failure to follow the Drug-Free Workplace Policy, the Confidentiality Policy Statement, and the Child Abuse Policy and Procedures will result in my no longer serving as a volunteer.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Signature Date**

# **Volunteer Guide**

The **Mission** of the Boys & Girls Clubs of Collier County is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

## **Dress Code**

While casual clothing is the norm when working with children, volunteers are expected to use their professional judgment and dress conservatively, neatly, and appropriately. Some examples of inappropriate dress include sleeveless shirts, crop tops, shorts that are not fingertip length, clothing with messages that promote or depict drugs, violence, alcohol, tobacco, are sexual or discriminatory in nature. Clothing with inappropriate language or messages and clothing that is too revealing to tight are other types of clothing that should be avoided when working with children.

## **Personal Conduct**

Boys & Girls Clubs of Collier County expects all volunteers to conduct themselves professionally at all times by embodying the highest ethical standards, treating people with dignity and respect, always upholding and enhancing the reputation of Boys & Girls Club and the well-being of our members, and conducting business according to the mission and values of the Boys & Girls Club. We view our volunteers as role models for our children and representatives of our agency and expect you to live up to that expectation.

Volunteer staff are forbidden to transport Club members for Club activities in their personal vehicles.

Volunteers may not post on any social media that includes Boys & Girls Clubs Members.

## **BGCCC Confidentiality Agreement**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that during my time volunteering with Boys & Girls Clubs of Collier County (BGCCC), I may become aware of confidential information about BGCCC business, financial statements, strategic plans, admin work, members and/or their families. This information may include school grades, academic performance, behavior, disabilities, demographic information, and/or other business-related matters. I understand and agree that I will not disclose such confidential information to anyone.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Signature Date**

# **Volunteer Agreement**

The VOLUNTEER agrees to:

**Volunteer Agreement**

The VOLUNTEER agrees to:

1. Be friendly, courteous, and helpful to Club members, staff, and others, understanding that there are a multitude of programs and services happening each day outside of the volunteer service area.
2. Work a pre-determined schedule and assignment and/or follow the guidelines alerting the Director of Community Engagement 2 hours before the scheduled time of changes or additions to your schedule.
3. Attend training and orientation to become familiar with policies and procedures (written and verbal) of the Boys & Girls Clubs of Collier County.
4. Inform the Director of Community Engagement and Impact of any problems, concerns or ideas to better serve the youth of our Club.
5. Adhere to all policies and procedures of volunteer service and understand that the organization has to follow the same rules as volunteers and does not dictate legal requirements or insurance rulings.

The CLUB agrees to:

1. Respect the function of the volunteer and contribute to a cohesive working relationship between the volunteer and the Club.
2. Provide adequate training, supervision and communication.
3. Fairly evaluate the service(s) provided by the volunteer on a regular basis.
4. Be available to discuss identified concerns in a courteous and professional manner.
5. Recognize the important service the volunteer provides and the critical positive impact it can have on the life of children!

**I have read and understand the volunteer agreement and agree to the defined terms:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Signature Date**

# **Affidavit of Good Moral Character**

As an applicant for volunteering, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in a position of trust with the Boys & Girls Club of Collier County, Florida, Inc., hereby attest to meeting the requirements for volunteering, that I am of good moral character, that I have not been found guilty of, regardless of adjudication, or having entered a plea of nolo contendere of guilty to, any felony, prohibited under any state’s laws, or having had a finding of delinquency or entered a plea of nolo contendere or plea amounting to an admission of guilt to a petition alleging delinquency under Florida Statutes, or statutes of other jurisdictions, regardless of adjudication or disposition and regardless of whether or not those records have been sealed or expunged.

I further attest that I have not been judicially determined to have committed abuse against a child or to have a confirmed report of abuse, or have committed an act, which constitutes domestic violence, as defined in the Florida Statutes or my other state’s statutes.

Under the penalties of perjury, I declare that I have read the foregoing, and the facts alleged are accurate to the best of my knowledge and belief.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Signature Date**

**PLEASE READ CAREFULLY**

**My record may contain one of the foregoing disqualifying acts or offenses.**

**(Sign here ONLY if there may be a disqualifying act or offense in your background.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Signature Date**