

**Boys & Girls Club of Denison**  
**Individual Volunteer Application**  
 2100 South Mirick Ave, Denison, TX 75021  
 903-465-9008

*It is a normal part of the Boys & Girls Clubs of Denison procedure to reserve the right to make such checks as we deem appropriate on the suitability of working with children. This applies to professional and volunteer staff since it is our policy to treat volunteers with all the consideration given professionals. Criminal background checks will be conducted on all applicants in a manner designed not to cause embarrassment but to ensure the safety of our children. In order for us to do so, please complete the entire volunteer application and attached supplements.*

VOLUNTEER NAME:	DATE:
MAILING ADDRESS:	APT#
CITY:	ZIP:
HOME PHONE:	WORK PHONE:
OTHER PHONE:	EMAIL ADDRESS:

**PRESENT OCCUPATION:**

TITLE:	EMPLOYER'S NAME:	SUPERVISOR'S NAME:
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**EDUCATION:**

Circle highest level completed	8	9	10	11	12	H.S. Diploma	Some College	College Degree
School:				Diploma:				Major/Minor:

**REFERENCES: (Please limit no more than one reference to a family member)**

1) Name:	Relationship:	Phone:
2) Name:	Relationship:	Phone:
3) Name:	Relationship:	Phone:

**PREVIOUS VOLUNTEER WORK OR WORK WITH YOUTH: Please briefly describe:**

Where & What?	When?	Contact Name & Phone:

**PREVIOUS BOYS & GIRLS CLUB EXPERIENCE:**

HAVE YOU EVER VOLUNTEERED WITH A BOYS & GIRLS CLUB BEFORE? If yes, give project information, Dates, and location:	Yes	No
HAVE YOU EVER BEEN A MEMBER OF THE BOYS & GIRLS CLUB BEFORE? If yes, explain	Yes	No

**HOW DID YOU HEAR ABOUT THE BOYS & GIRLS CLUB OF DENISON?**

**WHY DO WANT TO VOLUNTEER WITH THE BOYS & GIRLS CLUB OF DENISON? What motives you?**

**ARE YOUR HOURS SCHOOL RELATED? Please briefly describe:**

HIGH SCHOOL OR COLLEGE & NAME?	SERVICE HOURS/SERVICE LEARNING?	# OF HRS	DATE & TIME FOR COMPLETION

**HOW LONG CAN YOU COMMIT TO THIS VOLUNTEER OPPORTUNITY?**

Please list dates or the length of time: (total hours) you are interested in committing:

ONE-TIME:	WEEKLY:	MONTHLY:	SEASONAL:
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**WHAT DAYS & TIMES CAN YOU DEDICATE TO THIS VOLUNTEER OPPORTUNITY?**

Please list times and days you are interested in volunteering:

Monday	Tuesday	Wednesday	Thursday	Friday

**IS THERE A PARTICULAR GROUP YOU ARE INTERESTED IN WORKING WITH?**

Males	Females	6-9	10-12	13-15	16-18
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**PLEASE LIST YOUR HOBBIES & INTEREST:**

**PLEASE INDICATE THE TYPE OF ACTIVITY YOU ARE INTERESTED IN:**

<input type="checkbox"/> Tutoring & homework Help- specify interest(s)	<input type="checkbox"/> Special Interest Classes/Teaching a Hobby – specify
<input type="checkbox"/> Computers or Other Educational Activity – specify	<input type="checkbox"/> Special Event/Public Speaking/Fundraising – specify
<input type="checkbox"/> Career/Leadership/Character Development - specify	<input type="checkbox"/> Office/Data Input/Clerical Work – specify
<input type="checkbox"/> Arts & Crafts/Cultural Awareness - specify	<input type="checkbox"/> Service Project/Clean-up/Maintenance – specify
<input type="checkbox"/> Athletics/Health & Fitness – specify	<input type="checkbox"/> Other - specify

**VOLUNTEER COMMITMENT AND LIABILITY RELEASE**

"I certify that (1) the information on this application is correct; (2) promise to fulfill the commitments made to the Boys & Girls Clubs of Denison (B&GCD); (3) to abide by all B&GCD policies, rules, regulations, and standards of conduct (4) release the B&GCD, its employees, leaders, instructors, clients, and volunteers from any liability for loss or injury to myself or property which may occur due to my negligence or other acts of omissions, I have read and understand this policy. I understand that approval of this application allows me to volunteer with the B&GCD throughout one membership year (starting August 1 and ending July 31). After August 1 I will have to reapply for clearance in order to volunteer again with any B&GC of Denison program or event."

**MEDIA RELEASE**

"I authorize the B&GCD, without limitation, to copy, publish, exhibit or distribute photographs, video tapes, &/or written testimonies of myself for the purpose of reporting or promoting volunteerism and/or the B&GCD programs, I have the authorization to waive all rights or claims I may have against your organization, and/or its agents, subsidiaries, or assignees related to the above media."

➤ SIGNATURE OF VOLUNTEER: \_\_\_\_\_ Date: \_\_\_\_\_

➤ (If volunteer is under 18) SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_

*Thank you for taking your time to complete this application and for your interest in the Boys & Girls Clubs of Denison!*

**\*\_OFFICE USE ONLY DO NOT WRITE BELOW THIS POINT\_\***

Date received: _____	Reference Check: _____
Received by/how _____ Circle Mail In person web	Background Check: _____
Interviewed by: _____	Date: _____
Comments: _____	

VOLUNTEER CONSENT

GREAT FUTURES START HERE.



**FOR CRIMINAL BACKGROUND HISTORY CHECK  
AUTHORIZATION/WAIVER/INDEMNITY**

"I hereby give my permission for the Boys & Girls Clubs of Denison, Inc. to obtain information relating to my criminal history record as received through the Volunteer Center of Tarrant County and/or any other organization. The criminal history record, as received from the reporting agencies, may include juvenile offenses, arrest and conviction data, as well as plea bargains, deferred adjudications, and motor vehicle reports. I understand that this information will be used, in part, to determine my eligibility for employment or volunteer position with this organization. I also understand that as long as I remain in employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify The Boys & Girls Clubs of Denison any other organization, and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a staff member or volunteer."

TYPE OR PRINT VOLUNTEER NAME SOCIAL SECURITY NUMBER

DRIVER LICENSE # AND STATE ISSUED DATE OF BIRTH

( ) HOME PHONE GENDER RACE

ADDRESS (Physical address- no PO Box please) APT#

CITY ZIP CODE

Please answer the following question:  
Have you ever been convicted of, pled guilty to, and/ or pled "nolo contendere" to a crime to a crime (felony or misdemeanor, including but not limited to the theft, banking, fraud, drug and/ or alcohol- related offenses, assault, sex related or child abuse related offenses, etc.)  
YES \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain (State, date, court, type of crime, place off occurrence, disposition):

"I declare that all the above information is true and accurate to the best of my knowledge."

SIGNATURE OF VOLUNTEER: \_\_\_\_\_ Date: \_\_\_\_\_

© (Volunteer is under 18) SIGNATURE OF PARENT OR GUARDIAN:  
\_\_\_\_\_

*\*NOTE: Conviction of a crime will not necessarily disqualify you for placement. Each conviction will be judged on its own merit with respect to time and relatedness to volunteer job. If you have any questions or concerns about our placement process - please contact our Chief Professional Officer at (503)465-9008. Thank you.*

GREAT FUTURES START HERE.



## Volunteers Code of Conduct

This agreement is intended to indicate the seriousness of your service in the Boys & Girls Clubs of Denison. The intent of the agreement is to assure you of our deep appreciation for your service, to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one, and provide a safe, positive environment for Club members and staff.

1. In order to protect Boys & Girls Clubs of Denison, volunteers and program participants, at no time during a Boys & Girls Club program may a volunteer be alone with a single child where he or she cannot be observed by others. As volunteers supervise children, they should space themselves in a way that other staff members and volunteers can see them. If a member is found being unsupervised, the member should be escorted to a supervised area.
2. Volunteers shall not abuse children. This includes: physical abuse (strike, spank, shake, and slap); verbal abuse (humiliate, degrade, and threaten); sexual abuse (inappropriate touch or verbal exchange); mental abuse (shaming, withholding kindness, cruelty); neglect (withholding food, water, basic care, etc.). Any type of abuse will not be tolerated and may be cause for immediate dismissal. Volunteers shall do their part to protect members by reporting any suspicious talk or mention of abuse to Boys & Girls Clubs Staff.
3. For safety reasons, members are not allowed to be carried/ swung around by volunteers. Please also do not let members sit on your laps or hold hands.
4. Volunteers must use techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison or criticism. Volunteers will have age-appropriate expectations and will create guidelines and environments that minimize the need for discipline.
5. Volunteers will respond to children with respect and consideration and will treat all children equally regardless of gender, race, religion, culture, ability, etc.
6. Volunteers will respect children's right not to be touched in ways that make them feel uncomfortable and their right to say no.
7. In the performance of their service, volunteers abide by the standards of conduct set forth by Boys & Girls Clubs of Denison.

8. Volunteers must appear clean, neat and appropriately attired. Out of respect for the club hats and bandanas are not allowed. For safety reasons open-toed shoes are discouraged. A volunteer may be denied for inappropriate dress.
9. Using, possessing, or being under the influence of alcohol or illegal drugs is prohibited.
10. Smoking or use of tobacco in the presence of children or parents in or around Club premises is prohibited.
11. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents are prohibited. Use of cellular devices, and/or laptops in the presence of children is also prohibited unless approved by appropriate Staff.
12. Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
13. Volunteers will portray positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
14. Volunteers are not to transport children in club or their own vehicles.
15. Volunteers may not date program participants and are strictly prohibited from telephoning club members or meeting them away from the Club.
16. Under no circumstances should volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with Boys & Girls Clubs of Denison).
17. Volunteers are required to read and sign all policies related to identifying, documenting and reporting child abuse and to attend training sessions on the subject, if required by Boys & Girls Club of Denison.
18. Volunteers will act at all times as a member of the team responsible for accomplishing the mission of the Boys & Girls Club of Denison.
19. Volunteers are responsible for maintaining the confidentiality of all private privileged information to which they are exposed while serving as a volunteer, whether this information involves a single member of the staff, another volunteer, club member or other person or involves the business of the organization.
20. I give my consent to the Boys & Girls Club of Denison to use photographs, films and sound recordings and/or images of myself for an unlimited period of time as determined by the Club.
21. I agree to release the Boys & Girls Club of Denison, its officers, directors, agents, managers, employees and their successors and assigns of and from all liability, including liability caused by the negligence of the Club, on account of injury to the person or property which I, my heirs, executors, or administrators have or at any time hereafter may have due to my participation or involvement in any events or activities with the Club.
22. The undersigned further states that he/she has carefully read the Code of Conduct, understands the contents, and has signed by his/her own free act.

I certify that (1) I promise to fulfill the commitments made to the Boys & Girls Club of Denison(B&GCD); (2) I will abide by all

B&GCD policies, rules, regulations, and standards of conduct; (3) I release the B&GCD, its employees, leaders, instructors, clients, and volunteers from any liability for loss or injury to the members of our group or property which may occur do to our negligence or other acts of omissions; (4) I authorize the B&GCD, without limitation, to copy, publish, exhibit or distribute photographs, video tapes, &/or written testimonies of our volunteers for the purpose of reporting or promoting volunteerism and/or the B&GCD programs. Your signature below verifies that you have read and understand all of the information contained in the Volunteer Code of Conduct. You understand that any violation of this code of conduct may result in termination. Please be sure to contact the Program Director/Chief Professional Officer to schedule your orientation; after the orientation if you have any questions please ask at that time.

Adapted from the Child Abuse Prevention Training module, copyright 1993, YMCA of the USA and Volunteer Management, copyright 1996, Steve McCurley and Rick Lynch, and the Boys & Girls Clubs of Arlington.

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*Volunteer Printed Name*

*Date*

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*Volunteer Signed Name*

*Date*

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*Unit Directors Signature*

*Date*

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*Chief Professional Officer Signature*

*Date*