



BOYS & GIRLS CLUBS
OF ARLINGTON

ADMINISTRATIVE OFFICE
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Arlington, TX 76011
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www.bgcarlington.org

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Thanks for your interest in volunteering with the Boys & Girls Clubs of Arlington. The Boys & Girls Clubs of Arlington is very thankful for wonderful people like you who care about youth.

We can always use volunteer help at our Clubs!! We are an after-school program offering enrichment activities for youth age 6-18 Monday-Friday from 3:20pm-8pm but during the summer we offer all-day summer programming (7:30am-6pm). Some of our volunteer opportunities at the clubs include general program help (we have five core program areas – Education & Career Development, Character & Leadership Development, Sports & Fitness, The Arts & Cultural Awareness, Health & Life skills), assisting staff to teach special interest classes, chaperoning field trips, and volunteer coaching (in all types of sports, cheer, dance...). Our three priority outcomes for the Boys & Girls Clubs members are “Academic Success, Healthy Lifestyles, and positive Character & Citizenship.”

Because of the nature of our organization, we do require all potential volunteers to complete an application process so the first thing you will need to do is complete a volunteer application. Our volunteer approval runs for a year June 1 through May 31. Please fully complete our application (including the agreement to our Code of Conduct and if over 18 an approval for background check) and return the completed form to your preferred volunteer location. OR you can stop by one of our locations & fill out the application there - please call the site first. Either way, you will want to **return the application DIRECTLY TO THE CLUB** you are interested in working with. We ask volunteers to be understanding to the tight schedule of our staff and the importance of proper processing so we want you to know that it will take our team at least 5 or more days to complete. Once the process is complete you will be sent a letter in the mail documenting your status and providing you with a contact name & phone to follow-up with regarding your volunteer service.

For initial placement, the club’s Branch Manager will be your main contact and will set up your volunteer placement. You will find more information about all our Branch locations by looking at our branch map or going to our website at www.bgcarlington.org.

Due to the demands on our staff during the day, it is strongly recommend you set up a time by phone or email with the Club’s Branch Manager to come by, see the programs, meet the staff, and turn in your application. Please remember to call the Club **first** to let them know you are coming.

Thanks again for your interest!!

GREAT FUTURES START HERE.





**BOYS & GIRLS CLUBS
OF ARLINGTON**

Individual Volunteer Application
 608 N. Elm Street, Arlington, TX. 76011
Telephone: (817) 275-6551 **website:** www.bgcarlington.org

It is a normal part of the Boys & Girls Clubs of Arlington 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. After receipt of paperwork by our Administrative Office - allow five plus (5+) business days for processing before hearing back regarding your placement status.

MARK THE VOLUNTEER AGE RANGE THAT APPLIES TO YOU:

Adult Volunteer (18 & Up) **Teen Volunteer (15 yrs- 17 yrs. – age of 15+ preferred for volunteer placement)**

VOLUNTEER NAME:		DATE:	
MAILING ADDRESS:		APT#:	
CITY:		ZIP:	
MAIN PHONE #:	PHONE TYPE? – LANDLINE OR CELL	OTHER PHONE #:	PHONE TYPE? – LANDLINE OR CELL
***EMAIL ADDRESS --- REQUIRED:		DO YOU ACCEPT TEXT MSGS?	

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 & Email:
2) Name:	Relationship:	Phone & Email:
3) Name:	Relationship:	Phone & Email:

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

Where & What?	When?	Contact Name & Phone:

PREVIOUS BOYS & GIRLS CLUBS EXPERIENCE:

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

HOW DID YOU HEAR ABOUT THE BOYS & GIRLS CLUBS OF ARLINGTON?

WHY DO YOU WANT TO VOLUNTEER WITH THE BOYS & GIRLS CLUBS OF ARLINGTON? What motivates 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

WHICH BOYS & GIRLS CLUBS LOCATION WOULD BE THE MOST CONVENIENT FOR YOU?

Kromer	Main	Roquemore	Shadow Brook	East Branch	Other: _____
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IS THERE A PARTICULAR GROUP YOU ARE INTERESTED IN WORKING WITH?

Mark all that apply:

Males	Females	6-9	10-12	13-15	16-18	Adults only- No Children on site
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PLEASE LIST YOUR HOBBIES & INTEREST:

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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/Technology 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/ 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 Arlington (B&GCA); (3) to abide by all B&GCA policies, rules, regulations, and standards of conduct (4) release the B&GCA, 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&GCA throughout one membership year (starting June 1 and ending May 31). After May 31 I will have to reapply for clearance in order to volunteer again with any B&GC of Arlington program or event."

MEDIA RELEASE

"I authorize the B&GCA, 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&GCA 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 Arlington!

PLEASE DO NOT BELOW THIS LINE- BRANCH/OFFICE USE ONLY

Received by & how?	Date Submitted to Admin
Date Received by Branch	Date Received by Admin
Date Reference Check Done (by Branch Mgr)--- attach forms to this packet!	Date Background Check Done (by Admin)
Interviewed by (Branch Staff)	Date of Interview (Branch Staff)
Comments:	



VOLUNTEER CONSENT

FOR CRIMINAL BACKGROUND HISTORY CHECK AUTHORIZATION/ WAIVER/ INDEMNITY

****If you are 17 yrs of age or younger ONLY FILL OUT YOUR NAME AND DATE OF BIRTH & LEAVE THE REST BLANK****

~ If you are 18 yrs or older please complete ALL data requested below & sign or it will prevent processing ~

"I hereby give my permission for the Boys & Girls Clubs of Arlington, 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 Volunteer Center of Tarrant County, The Boys & Girls Clubs of Arlington, 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 volunteer."

***NOTE:** If you are **17 years of age or younger** only fill out your Name and Date of Birth. ~ If you are 18 yrs or older complete ALL data requested below & sign or it will prevent processing ~

TYPE OR PRINT VOLUNTEER NAME* SOCIAL SECURITY NUMBER

DRIVER LISCENSE # 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 conendre" 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: _____

*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 Admin Office at 817-275-6551. Thank you.



**BOYS & GIRLS CLUBS
OF ARLINGTON**

**Volunteers
Code of Conduct**

This agreement is intended to indicate the seriousness of your service in the Boys & Girls Clubs of Arlington. 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 Arlington, 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, slap); verbal abuse (humiliate, degrade, 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 you laps or hold hands.
4. Volunteers must use techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and 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. Volunteers should never carry members or allow members to sit on their laps.
7. In the performance of their service, volunteers abide by the standards of conduct set forth by Boys & Girls Clubs of Arlington.
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 Branch 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 Arlington).
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 Clubs of Arlington.
18. Volunteers will act at all times as a member of the team responsible for accomplishing the mission of the Boys & Girls Clubs of Arlington.
19. Volunteers are responsible for maintaining the confidentiality of all propriety 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 Clubs of Arlington 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 Clubs, 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 Clubs of Arlington (B&GCA); (2) I will abide by all B&GCA policies, rules, regulations, and standards of conduct; (3) I release the B&GCA, 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&GCA, 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&GCA 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 staff from your chosen branch/ location to schedule your orientation; after the orientation if you have any questions please ask at that time.**

Volunteer Printed Name **Date**

Volunteer Signed Name **Date**

If Volunteer is under 18 - Signature of parent or Guardian **Date**

Branch Staff Signature – Documenting you reviewed with volunteer **Date**

Branch Manager Signature – for approval to move forward on processing **Date**