



**BOYS & GIRLS CLUBS
OF ARLINGTON**

GROUP VOLUNTEER APPLICATION

608 N. Elm Street, Arlington, TX. 76011
Telephone: (817) 275-6551 Website: www.bgcarlington.org

For **ONE TIME**
Group
volunteer
projects only

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 & YOUR GROUP:

Adult Volunteer (18 & Up)

Teen Volunteer (15 yrs- 17 yrs. – age of 15+ preferred for volunteer placement)

ORGANIZATION/GROUP NAME:		DATE:	
CONTACT NAME: (Must be an adult over 18)		TITLE OR POSITION:	
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?	

PLEASE LIST THE NAMES OF ALL VOLUNTEERS IN YOUR GROUP (If more space is needed please attach sheet):

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

PREVIOUS BOYS & GIRLS CLUB EXPERIENCE:

HAS YOUR GROUP VOLUNTEERED WITH THE BOYS & GIRLS CLUBS OF ARLINGTON BEFORE? If yes, give project information, dates, and location:	YES	NO
HAS ANYONE IN YOUR GROUP BEEN A MEMBER OR VOLUNTEER WITH THE BOYS & GIRLS CLUBS OF ARLINGTON BEFORE? If yes, explain:	YES	NO
WOULD YOU BE INTERESTED IN FORMING A LONG TERM VOLUNTEERING PROGRAM WITH THE BOYS & GIRLS CLUBS OF ARLINGTON?	YES	NO

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

WHY DOES YOUR GROUP WANT TO VOLUNTEER WITH THE BOYS & GIRLS CLUBS OF ARLINGTON?

HOW LONG CAN YOUR GROUP COMMIT TO THIS VOLUNTEER OPPORTUNITY?

Please list dates or the length of time you are interested in committing:

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

Please list times and days you are interested in volunteering:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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WHICH BOYS & GIRLS CLUB LOCATION WOULD BE THE MOST CONVENIENT FOR YOUR GROUP?

Don Kromer	Main	Roquemore	Shadow Brook	East	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 INDICATE THE TYPE OF ACTIVITY YOUR GROUP IS INTERESTED IN:

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

“On behalf of our group, I certify that (1) the information on this application is correct; (2) we promise to fulfill the commitments made to the Boys & Girls Clubs of Arlington (B&GCA); (3) we will abide by all B&GCA policies, rules, regulations, and standards of conduct; (4) we 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. I have read and understand this policy, have communicated this information to all group members and on behalf of my group, have the authorization to sign for all parties involved.”

➤ SIGNATURE OF GROUP CONTACT: _____

DATE: _____

MEDIA RELEASE

“On behalf of our group, I certify that we 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. On behalf of all the members in my group, 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 GROUP CONTACT: _____

DATE: _____

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 Mngr)--- attach forms to this packet!	Date Background Check Done (by Admin)
Interviewed by (Branch Staff)	Date of Interview (Branch Staff)
Comments:	



**BOYS & GIRLS CLUBS
OF ARLINGTON**

Group Volunteer 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.

We certify that (1) We promise to fulfill the commitments made to the Boys & Girls Clubs of Arlington (B&GCA); (2) We will abide by all B&GCA policies, rules, regulations, and standards of conduct; (3) We 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) We 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.

Name of Group/ Organization: _____ Date: _____

Please Print Names- If more space is needed attach a separate sheet

<p>_____</p> <p>Group Contact (Must be adult over age 18)</p> <p>1. _____</p> <p>Volunteer</p> <p>2. _____</p> <p>Volunteer</p> <p>3. _____</p> <p>Volunteer</p> <p>4. _____</p> <p>Volunteer</p> <p>5. _____</p>	<p>6. _____</p> <p>Volunteer</p> <p>7. _____</p> <p>Volunteer</p> <p>8. _____</p> <p>Volunteer</p> <p>9. _____</p> <p>Volunteer</p> <p>10. _____</p> <p>Volunteer</p>
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Branch Staff Signature – Documenting you reviewed with volunteer Date

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