

BOYS & GIRLS CLUBS
OF TUSTIN

Dear Potential Volunteer (Under Age 18),

Thank you for your interest in volunteering for Boys & Girls Clubs of Tustin! We reach out to over 2,500 young people each year with a wide variety of programs designed to meet their needs and interests in sports & recreation, education & career development, health & life skills, character & leadership development, technology, and the arts. We have many opportunities for volunteers including mentoring, coaching, homework help, and program assistance.

In order for you to start volunteering, we have some simple steps that we need to be completed:

1. Please fill out our volunteer application, liability waiver, and volunteer Guidelines and return these documents to our front desk or fax to (714)838-6759.
2. Please submit one of the following:
 - A. A letter of recommendation from a teacher, principle, counselor Outlining why you would be a good volunteer and the purpose of your volunteer work, and (if applicable) the number of hours you must serve.
 - B. Membership application and membership fee for the Boys & Girls Clubs of Tustin
4. Once we receive the above documents, you are cleared to volunteer, please email us at AprilO@BGCTustin.org to schedule your volunteer orientation.

On behalf of the Board of Directors, staff, and especially the children and families of the Boys & Girls Clubs of Tustin, I would like to express our gratitude for your support of our Club and your willingness to donate your time and skills to the Boys & Girls Clubs of Tustin. I look forward to creating a great partnership in positively impacting the lives of the youth we serve.

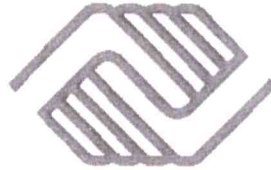
Sincerely,

April Overlie
Resource Development Coordinator

Tax ID# 95-2482220

Applicant's Name (last name first): _____
Date: _____

Volunteer Application



BOYS & GIRLS CLUBS
OF TUSTIN

MISSION STATEMENT

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

VISION STATEMENT

Our organization will provide all children with the catalyst for success, providing generations of children to be inspired to be productive and responsible citizens in the future.

AMERICA'S CORE PROMISE

To provide a safe, positive place and have a significant impact on their lives.

TO THE PUBLIC

To uphold high ethical standards in all areas, especially in overseeing our finances, reporting data on membership and community outreach, being good steward of the donor dollar and representing ourselves to the public.

EMPLOYMENT EXPERIENCE AND REFERENCES

List all positions you have held in the past ten (10) years. Account for volunteer, part-time military, summer positions, and periods of unemployment, etc. It is critical that you provide complete information. List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be accepted in lieu of **COMPLETE ANSWERS. DO NOT WRITE "SEE RESUME"**. Start with your present or most recent position and work backwards.

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:			
Supervisor:			
Reason for Leaving:			May we contact? Yes No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:			
Supervisor:			
Reason for Leaving:			May we contact? Yes No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:			
Supervisor:			
Reason for Leaving:			May we contact? Yes No

REFERENCES

Name:	Phone:	Relationship
Address:		

Name:	Phone:	Relationship
Address:		

Name:	Phone:	Relationship
Address:		



WAIVER OF LIABILITY FOR VOLUNTEERS

Volunteer's Name: _____

Event: _____

To help protect the Boys & Girls Clubs of Tustin and minimize liability, please read the following conditions that apply to your service as a volunteer.

1. I wish to volunteer my time, effort, and services as a volunteer to assist the Boys & Girls Clubs of Tustin.
2. I have read and signed the attached rules and statement of the Boys & Girls Clubs of Tustin expectations of me as a volunteer and I promise to follow them.
3. As a volunteer, I donate my time, effort, and services to the Boys & Girls Clubs of Tustin and understand that I will receive no compensation in return.
4. I recognize and understand that my volunteer activities for the Boys & Girls Clubs of Tustin expose me to the possibility of injury to my person and property and that I may suffer some kind of injury as a result of an accident and other unforeseen circumstances.
5. I recognize that as a volunteer, I am not covered by any workers compensation or similar insurance that would pay my medical bills incurred because of any injury I may receive while performing services as a volunteer.
6. Despite this risk of injury and lack of workers compensation or other medical insurance coverage from the Boys & Girls Clubs of Tustin, I knowingly and voluntarily waive any and all claims, actions, or causes of action against the Boys & Girls Clubs of Tustin and agree to hold the Boys & Girls Clubs of Tustin, its board of directors, agents, affiliates, and employees harmless for any injury or damage that I may suffer as a result of my activities as a volunteer for the Boys & Girls Clubs of Tustin.
7. In return for my agreement to these conditions, the Boys & Girls Clubs of Tustin agrees to accept my services as a volunteer.
8. I also understand that my picture may be taken for publicity purposes.

Signature of Volunteer

Print Name

Parent/Guardian of Volunteer

Print Name

Emergency Contact

Emergency Phone Number

Date: _____



BOYS & GIRLS CLUBS
OF TUSTIN

Volunteer Guidelines

Signing In and Out (Recording Your Volunteer Hours)

The club values your time! While many of your contributions of talents and enthusiasm are immeasurable, your time can be measured. Upon arrival at the club, please remember that it is imperative for you to sign in *immediately* at the front in our volunteer book. (Your supervisor will show you where these are located.) It is equally important that you sign out when you leave as well. In addition to knowing who's in and out of the building for safety reasons, BGCT uses this information to advocate for funding. Volunteer hours are used on grant applications and other reports to our supporters, as well as volunteer recognition purposes. Please be sure to make this a priority each time you visit our offices.

Dress code

Please wear closed toed shoes and appropriate attire. No clothing with profanity or references to illegal substances, tobacco, alcohol, or sexual behavior.

Attendance/Punctuality

Reliability is expected of all volunteers. If you are a coach, mentor, or help run a program, you may schedule your volunteer hours by contacting your club staff supervisor. If you have signed up for a shift, we consider you assigned to that day and shift unless you notify your supervisor. If an emergency arises and you cannot make your scheduled shift, please contact your Club supervisor as soon as possible. Please don't be a no-show. Your child or team counts on your attendance once you commit to be a mentor or coach.

Reporting Suspected Child Abuse and Neglect

Any volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it. It is recommended that the volunteer report their suspicion to a program director. The Club is a mandated reporter and will call Child Protective Services. The following circumstances should be reported: neglect; malnutrition; sexual abuse; physical injury; mental injury and/or failure to provide sustenance, clothing, shelter or medical attention.

Confidentiality

By Club policy, you must keep information you learn about members between yourself and your assigned supervisor. A misplaced comment can be devastating to a member, a family and the club volunteer program. If you do have questions or concerns, talk with the person responsible for the mentor program at the club.

1. Please keep all contact with youth (teen peers exempted) at the Boys & Girls Clubs of Tustin. The program takes place only at the Club and does not encourage nor approve of relationships established between volunteers/youth and family members beyond the organized and supervised activities of the club (Please no exchanging phone numbers, addresses, e-mails, or contacting each other on Facebook or other social networking sites). _____
2. Never be alone with a child. Always be in an area that has staff supervision when you are with youth. _____
Initials
3. Do not take youth outside of the Boys & Girls Club without a staff member present. _____
Initials
4. Volunteers will treat children of all races, religions, and cultures with respect and consideration. _____
Initials
5. Refrain from using cell phones in front of youth. _____
Initials
6. Any gifts must be approved by staff before being given to member. _____
Initials
7. Refrain from using profanity around youth. _____
Initials
8. Never carry youth or allow youth to sit on lap. _____
Initials
9. Smoking or use of tobacco products on club property or in the presence of children or parents during Club hours is prohibited. _____
Initials
10. Volunteers will never use, possess or be under the influence of alcohol or illegal drugs while volunteering for the Club. _____
Initials
11. Volunteers will portray a positive role model for youth, including but not limited to maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. _____
Initials
12. The Club is a positive and safe environment for our members. Please feel free to be friendly with members, while at the same time maintaining good healthy and physical boundaries. _____
Initials
13. Volunteers will use positive techniques of guidance, including redirection, anticipation of, and elimination of potential problems, positive reinforcement and encouragement rather than competition, comparison, or criticism. _____
Initials