



BOYS & GIRLS CLUB

Boys & Girls Club of Bay Mills/Brimley Volunteer Information



Dear Volunteer Applicant!

Welcome to the Boys & Girls Clubs of Bay Mills/Brimley. Thank you for your interest in becoming a volunteer for the Club. Below you will find core information about the Boys & Girls Clubs of Bay Mills/Brimley as well as volunteer expectations. As an applicant for a volunteer for the Boys & Girls Clubs of Bay Mills/Brimley, please keep in mind as you read through the volunteer information, the main goal for our organization is to provide a safe, positive place for kids.

Mission Statement

The Boys & Girls Clubs of Bay Mills/Brimley is a local, autonomous affiliate of the Boys & Girls Club of America, whose mission is to inspire and enable all young people to reach their full potential as productive, caring, and responsible citizens.

Affiliation

As an affiliate of the Boys & Girls Club of America since September 2001, the Boys & Girls Clubs of Bay Mills/Brimley is part of a 140-year-old "Movement" of over 3000 clubs, serving over 4 million girls and boys. Our club, as in the case with Boys & Girls clubs in the U.S., is a completely autonomous organization with a local band of directors.

Core Program Areas

Boys & Girls Club provides diverse activities that meet the interest of all youth. Core Programs engage young people in activities with adults, peers, and family members that enable them to develop self-esteem and to reach their full potential. Based on physical, emotional, cultural and social needs and interest of boys and girls, and recognizing developing principals, clubs offer program activities in five areas

- Character and Leadership Development
- Education and Career Development
- Health and Life Skills
- The Arts/Cultural Development
- Sports, Fitness and Recreation

Open To

The Boys & Girls Clubs of Bay Mills/Brimley is open to all youth who are enrolled in school from ages 5 to 18, of all races, religions and cultures. Membership requires no proof of good character. The Club is designed to help and guide youth who may be in danger of acquiring, or who already have acquired, unacceptable habits and attitudes, as well as those of good character.

Volunteer Needs

The need for volunteers at the Boys & Girls Clubs of Bay Mills/Brimley has increased due to the increase of activities as well as a higher enrollment of members.

Volunteers are needed for everyday activities such as meal preparation, tutoring fundraising, and supervision of daily general programs. There is also a need for volunteers for club activities that are listed below.

- **Adventure Camp** is a summer program that invites teen club members to participate in activities that include camping, canoeing, hiking, horseback riding, mountain biking, and other various activities.
- **PRIDE** is the Boys & Girls Club of Bay Mills Drum group that showcases the members of the Club as they learn traditional drumming.
- **Power Hour** which is a homework program offered daily.
- **Running Club** is a program that encourages and teaches participants running skills. Running Club members run local trails such as those located on Mission Hill and also participate in local races.
- **Teen Center** offers teens a place exclusively for members 13+ that give them access to their own space with teen related activities.
- **Mentoring** pairs club members with an adult mentor. It is a chance for individual club members to spend an hour a week with a caring adult.

In addition to the above, volunteers are also needed for special events such as family fun day, and field trip chaperons. The Boys & Girls Clubs of Bay Mills/Brimley in conjunction with the Department of Recreation and Health & Promotion also plan community wide events in which volunteers are very helpful.

Volunteer & Boys & Girls Club Expectations

The Boys & Girls Clubs of Bay Mills/Brimley expects from its volunteers the following:

- An enthusiastic desire to work with youth.
- The ability to relate and deal with youth without discrimination.
- Reliability, punctuality, and all the traits of paid professional employee.
- Positive patterns of behavior, attitudes and emotional maturity.
- Leadership ability with an outstanding personality.
- Acceptance of job responsibility.
- The ability to serve as a positive role model.

A volunteer of the Boys & Girls Clubs of Bay Mills/Brimley can expect from the Club:

- That the Boys & Girls Club is mission driven.
- That your work and contribution to the Club will have meaning and impact on Club members.
- Respect as an individual and as a staff person
- Support and encouragement from paid employees.
- Comfort in the work and job assigned.
- To have confidence in the Boys & Girls Clubs of Bay Mills/Brimley.
- To be appreciated for your efforts.
- Provided with help to meet your goals.
- Have your achievement recognized.

The appropriate selection of a volunteer requires matching skills and interest with the needs of the Boys & Girls Clubs of Bay Mills/Brimley. In order to provide the best service and safety to the youths of our community, the Club maintains a strict screening process. It is mandatory that all volunteers complete the screening process, which includes the following:

- **Completion of a Volunteer Application.** Completion of the application requests listing necessary factual information such as name, address, the type of volunteer work desired, availability (days and hours), and previous volunteer experience. It is also required that potential volunteers list non-family references. All references will be checked by Staff of the Boys & Girls Club.
- **Criminal History Discloser.** As a condition of volunteer service, a successful background investigation is required. All applicants are required to disclose any current or previous criminal offenses and/or convictions. All volunteer applicants must also complete and sign a volunteer disclosure and release document that will allow the Boys & Girls Clubs of Bay Mills/Brimley to submit information to the appropriate law enforcement agencies in order to disclose the existence of any criminal offense or conviction which is equivalent to any of the following:
 - Murder
 - Child Abuse
 - Rape
 - Any sexual offense involving a minor, non-consenting adult or person who is mentally disabled, incapacitated or physically helpless
 - Child Pornography
 - Kidnapping of a child
 - Child Neglect
 - Unlawful manufacture, distribution or dispensing of drugs or any illegal substance.

***Please Note:** Volunteer Applicants with any conviction(s) for the aforementioned criminal offenses will not be considered for volunteer service. Volunteers placed previous to a successful background investigation will be immediately discharged if any aforementioned criminal offense(s) are found upon completion of a background investigation. The Boys & Girls Clubs of Bay Mills/Brimley reserves the right to require regular updates to Background Investigations for all volunteers of the department.*

- **Interview.** The Boys & Girls Clubs of Bay Mills/Brimley will conduct an interview with all volunteer applications to learn more about the candidate. The interview process is primarily to determine the best placement for a volunteer based on interest, talents, skills and availability of volunteer positions.
- **Volunteer Agreement.** To avoid any potential misunderstanding between the volunteer and the Boys & Girls Clubs of Bay Mills/Brimley, a volunteer agreement statement will be required. The statement will outline the volunteer service and expectations for both the volunteer and Club and will serve as a useful tool for evaluating volunteer performance and organization support. This statement will list intended job duties and time commitment from the volunteer.

If the background investigation and/or reference check discloses any misrepresentation on the Volunteer Application that indicates an individual is not suited for voluntary service for the Boys & Girls Clubs of Bay Mills/Brimley, the applicant shall be denied the voluntary positions, or, if already placed, the volunteer employee will be immediately discharged.

Volunteer Record

A file will be kept on each volunteer application. A volunteer file is necessary for sound volunteer program administration. Each volunteer file will include the following:

- Completed Volunteer Application
- Volunteer Agreement
- Correspondence and Performance Appraisal Reports (If Applicable)
- Change in Status Forms (If Applicable)
- Recognition Certificates (If Applicable)

A volunteer has the right to review the contents of their volunteer file upon request to the Director of the Boys & Girls Clubs of Bay Mills/Brimley. The volunteer's review of their file must be done in the presence of a staff member and or director.



Boys & Girls Clubs of Bay Mills/Brimley Volunteer Application

Name _____ DOB _____
Last First M.I. (mm/dd/yy)

Address _____
Street City State ZIP

Home Phone _____ Email Address _____

Employer _____ Position _____

Briefly Describe Job Duties _____

May we contact you at work? Yes No Work Phone _____

Reference (Mandatory)

(Please list three non-family references, personal or professional that we may contact regarding your application.)

1. Name _____ DOB _____
Last First M.I. (mm/dd/yy)

Address _____
Street City State ZIP

Home Phone _____ Relationship _____

2. Name _____ DOB _____
Last First M.I. (mm/dd/yy)

Address _____
Street City State ZIP

Home Phone _____ Relationship _____

3. Name _____ DOB _____
Last First M.I. (mm/dd/yy)

Address _____
Street City State ZIP

Home Phone _____ Relationship _____

General Information

Education Level

(Please indicate education level and degree obtained if applicable)

School Name

Degree Received

High School

Degree

College

Major/Minor

Volunteer Experience

(Please list any previous volunteer experience. If more room is needed, list on a separate sheet.)

1. Organization Name _____ Position _____

Duties _____

Supervisor _____ Phone _____

May we contact your supervisor? Yes No

Briefly describe what you enjoyed about the experience. _____

2. Organization Name _____ Position _____

Duties _____

Supervisor _____ Phone _____

May we contact your supervisor? Yes No

Briefly describe what you enjoyed about the experience. _____

Availability

(Please note that a set schedule is not required.)

Approximately how many hours per month can you commit to volunteering? _____

When are you interested in volunteering hours? (Please Circle) Flexible Weekends Weekdays

What time of the day are you interested in volunteering? (Please Circle) Days Evenings

Are there specific hours you are available? (Please List) From _____ To _____ AM/PM

Are there specific hours or days you are not available? (Please List) _____

Volunteer Opportunities

(Please indicate which you would prefer to volunteer most.)

- Education: Tutoring and Teaching
- Technology: Computer Instruction or Programming
- Cultural: Drumming, Music, Drama, Dancing
- General Purpose: Recreation, Administration, Fundraising

Tell us specifically how you would like to volunteer. (I.E. one-on-one, with a group, etc.)

Are there specific interests, skills or area of expertise you can bring to our organization?

Is there a specific age group or gender you are interested in working with?

- No Preference Male Female
- Ages 5-7 Ages 8-12 Ages 13 +

Required Disclosures

- Do you currently use illegal drugs? Yes No
- Have you ever been convicted of a criminal offense, including but not limited to criminal neglect, abuse or assault? Yes No

If yes, please describe _____

Are you willing to undergo a Criminal Background Investigation? Yes No

Option Information

(Statistical purposes only.)

- Gender: Male Female
- Ethnic Background:
 - Native American/Alaskan African American Asian/Pacific Islander
 - Hispanic/Latino Caucasian Other _____
- Do you have a valid driver's license? Yes No
- Do you have access to a car you can use for volunteer work? Yes No
- Please briefly describe your interest and motivation in becoming a volunteer:

Volunteer Disclosure & Release Form

By signing the Volunteer Disclosure and Release form the applicant agrees:

1. To complete the Volunteer Application with factual information.
2. To disclose any criminal offenses and/or convictions relating or equivalent to:
 - Murder
 - Child Abuse
 - Rape
 - Child Pornography
 - Kid Napping of a Child
 - Child Neglect
 - Any sexual offense, involving a minor, non-consenting adult, or person who is mentally disabled, incapacitated or physically helpless
 - Unlawful manufacture, distribution, or dispensing of drugs or any illegal substance
3. To complete a successful background investigation.
4. To allow for the release of information to appropriate law enforcement agencies in order to conduct a background investigation.
5. To agree to disclose any future criminal convictions or violations.
6. To acknowledge the staff of the Boys & Girls Clubs of Bay Mills/Brimley will complete an inquiry regarding references and previous volunteer experiences.
7. To allow the Boys & Girls Clubs of Bay Mills/Brimley to perform at their discretion updated background checks.
8. To acknowledge that if any background and/or general information inquiry discloses any misrepresentation on the Volunteer Application that indicates an individual is not suited for voluntary service for the Boys & Girls Clubs of Bay Mills/Brimley, the applicant shall be denied the voluntary position, or, if already placed, the volunteer employee will be immediately discharged.

Volunteer Applicant Name (Please Print) _____

Volunteer Signature _____ Date _____

Driver's License Number _____ State of Issue _____

Social Security Number _____