

# VOLUNTEER APPLICATION

Please complete this application form if you are interested in becoming a Boys and Girls Clubs of Palm Beach County volunteer. After you have completed the form, please email to the volunteer coordinator at: [dleach@bgcpbc.org](mailto:dleach@bgcpbc.org). You will receive information regarding the next steps. Please feel free to contact the volunteer coordinator with any questions.

The Boys & Girls Clubs of Palm Beach County, Inc. ("the Club") is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital or familial status, veteran status, genetic information or other protected status. The Club is committed to the fair and equal employment of individuals with disabilities. If you have a disability that may require a reasonable accommodation to participate in the application process, please contact the Club's HR department at 561-683-3287 to ensure availability of appropriate accommodations.

**INSTRUCTIONS: ANSWER ALL QUESTIONS ACCURATELY AND COMPLETELY.**

*Print "N/A" in any space that does not apply to you.*

**INCOMPLETE APPLICATIONS ARE CONSIDERED WITHDRAWN**

|  |      |                     |   |                         |      |
|--|------|---------------------|---|-------------------------|------|
| <b>I. CONTACT INFORMATION</b>  |      |                     |   | <b>DATE:</b> _____      |      |
| <b>Name:</b>   | Last | First               | <b>Kind:</b>  |                         |      |
| MI   |      |                     | Individual ( )  |                         |      |
|  |      |                     | Group ( )   | Group affiliation/name: |      |
| <b>Current Address:</b>  |      | Apt. No:            | City:   | State:                  | Zip: |
|  |      |                     |   |                         |      |
| <b>Previous Address:</b>   |      | Apt. No:            | City:   | State:                  | Zip: |
|  |      |                     |   |                         |      |
| <b>Home Number:</b>  |      | <b>Cell Number:</b> |   | <b>Email Address:</b>   |      |
|  |      |                     |   |                         |      |
| <b>II. VOLUNTEER LOCATION</b>  |      |                     |   |                         |      |
| Boca Raton Club ( ),<br>Delray Beach – Naoma Donnelley Haggin Club ( ),<br>Belle Glade Teen Center ( ),<br>Wellington – Neil S. Hirsch Club ( ),   |      |                     | West Palm Beach – Florence De George Club ( ),<br>West Palm Beach - Marjorie S. Fisher Club ( ),<br>Riviera Beach – Max M. Fisher Club ( ),<br>No preference ( ). |                         |      |
|  |      |                     |   |                         |      |
| <b>III. BACKGROUND INFORMATION</b>   |      |                     |   |                         |      |
| <b>Type:</b>   |      |                     |   |                         |      |
| High school student ( ), College student ( ), Graduate student ( ), Professional ( ), Retiree ( )  |      |                     |   |                         |      |
| <i>teen volunteers must be 16 years of age or older and a Boys and Girls Club member</i>   |      |                     |   |                         |      |
| <b>How did you hear about us?</b>  |      |                     |   |                         |      |
| BGCPBC Alumni ( ), BGCPBC Current Member ( ), BGCPBC Staff ( ), BGCPBC Website ( ), BGCPBC Board Member ( ), Church/Community Organization ( ), College Job/Service fair ( ), Friend Referral ( ), High School Service fair ( ), In Person Presentation ( ), My Company Service Site ( ), My School's Community Service Program, ( ), Volunteer Match ( ), Other ( ) |      |                     |   |                         |      |

Please tell us a little bit about yourself and why you want to volunteer with PGCPBC.

Have you been employed or volunteered at **any** Boys and Girls Clubs (BGC) before? [ ] Yes [ ] No If yes, where and when?

Do you have relatives that work or volunteer for BGC of Palm Beach County? [ ] Yes [ ] No If yes list their full name(s):

Have you ever been bonded by a company for personal acts of dishonesty? [ ] Yes [ ] No

Have you ever been convicted of, or pleaded guilty, adjudication withheld, or *nolo contendere* to a crime? [ ] Yes [ ] No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge? [ ] Yes [ ] No

If yes to any of the above three questions, please state date, type of crime, place of occurrence, disposition and penalty imposed:

Note: Conviction of a crime will not necessarily disqualify you from volunteering. Each conviction will be reviewed based on its own merit with respect to time and job relatedness.

**IV. EDUCATION INFORMATION**

|   |  |                             |                  |                  |               |
|---|--|-----------------------------|------------------|------------------|---------------|
| <b>Education</b><br>(mark all that apply) | High school ( )                                | Masters degree ( )          | Some college ( ) | Major degree:    | Minor:        |
|   | AA degree ( )                                  | Doctoral degree ( )         |                  |                  |               |
|   | College degree ( )                             | Trade/vocational school ( ) |                  |                  |               |
| <b>Name</b>                               | College/university or trade/vocational school: |                             |                  | Graduate school: | High school:  |
| <b>Job Skills &amp; Qualifications</b>    | Special training:                              |                             |                  | Licenses:        | Certificates: |

**V. WORK EXPERIENCE** Please begin with the most recent

|                         | Most recent employer | Previous Employer | Previous Employer |
|-------------------------|----------------------|-------------------|-------------------|
| <b>Company Name</b>     |                      |                   |                   |
| <b>Title (Position)</b> |                      |                   |                   |

**VI. VOLUNTEER EXPERIENCE** Please begin with the most recent – attach additional sheet(s) of paper if necessary

|                                  | Most recent | Previous | Previous |
|----------------------------------|-------------|----------|----------|
| <b>Name</b><br>Institute/Program | Year(s):    | Year(s): | Year(s): |

|                   |                |           |                |           |                |           |
|-------------------|----------------|-----------|----------------|-----------|----------------|-----------|
| Experience/Duties | Individual ( ) | Group ( ) | Individual ( ) | Group ( ) | Individual ( ) | Group ( ) |
|                   |                |           |                |           |                |           |

**VII. PLACEMENT INFORMATION** Please select the volunteer opportunities you would prefer. Our volunteer opportunities include:

**Homework Helper/Tutor:** work with youth ages 6-18 to help them with their homework, build healthy study habits and give them skills they need to succeed in school. Focus areas include math, language arts and science. Volunteers serve a minimum of one hour per week, Monday through Thursday between the hours of 3:00pm and 6:00pm.

**Program Helper:** work with youth ages 6-18. Program offerings vary from club to club. Volunteers serve a minimum of one hour per week, Monday – Friday between the hours of 3:00pm and 6:00pm (program details can be found at <http://www.bgcpbc.org/programs>).

Please check all areas of interest:

- Education & Career
- Art
- Dance
- 21<sup>st</sup> Century Community Learning Centers
- Health & Life
- Music Production
- Sports & Fitness
- Summer Camp
- Teens
- Gardening
- STEM (Science, Technology, Engineering, Math)

**Mentor:** Volunteers spend time with a student using their own expertise to give guidance and support. Specific mentoring opportunities vary. Time commitment: 1-2 hour per week.

**Special Events:** One-time volunteer opportunities like holiday dinners, days of service, team building, Club field trips, weekend clean-up projects for Clubs

**VIII. SKILLS** Please check all that apply

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Academic                              | <input type="checkbox"/> Career Counseling    | <input type="checkbox"/> Music                     |
| <input type="checkbox"/> Administrative                        | <input type="checkbox"/> College Counseling   | <input type="checkbox"/> Music - Instrument        |
| <input type="checkbox"/> Art                                   | <input type="checkbox"/> Cooking              | <input type="checkbox"/> Music - Technology        |
| <input type="checkbox"/> Arts – Performing                     | <input type="checkbox"/> Dance                | <input type="checkbox"/> Professional development  |
| <input type="checkbox"/> Arts – Visual                         | <input type="checkbox"/> Film                 | <input type="checkbox"/> Reading                   |
| <input type="checkbox"/> Athletic                              | <input type="checkbox"/> Fitness              | <input type="checkbox"/> Robotics                  |
| <input type="checkbox"/> Athletics – Basketball                | <input type="checkbox"/> Health and Nutrition | <input type="checkbox"/> Science                   |
| <input type="checkbox"/> Athletics – Football                  | <input type="checkbox"/> Language – Creole    | <input type="checkbox"/> Technology/Tech Challenge |
| <input type="checkbox"/> Athletics – Golf                      | <input type="checkbox"/> Language – Spanish   | <input type="checkbox"/> Writing                   |
| <input type="checkbox"/> Athletics – Tennis                    | <input type="checkbox"/> Math – Elementary    | <input type="checkbox"/> Youth Development         |
| <input type="checkbox"/> Athletics - Soccer                    | <input type="checkbox"/> Math – Middle School |  |
| <input type="checkbox"/> Athletics – Running – Track and Field | <input type="checkbox"/> Math – High School   |  |
| <input type="checkbox"/> Gardening                             | <input type="checkbox"/> Mentoring            |  |

**IX. REFERENCES** List name and telephone number of three references who are NOT related to you.

| Name | Relationship to you | Phone Number | Yrs known |
|------|---------------------|--------------|-----------|
| 1.   |                     |              |           |
| 2.   |                     |              |           |
| 3.   |                     |              |           |

**PLEASE READ CAREFULLY - VOLUNTEER APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

I understand that the Club will attempt to verify statements made on my application and made during my interview. When contacted by the Club I give permission for my former employers, volunteer organizations and others to answer any and all questions based upon information available to them in my prior employment or volunteering records. I understand that it is possible that my prior employment records and/or prior volunteering records may not be accurate. Nonetheless, in consideration of the Club 's review of this application I agree to release, indemnify and hold harmless all persons and other entities (third parties) providing the information requested by the Club, their agents, officers or employees. I also agree to release, indemnify and hold harmless the Club and their agents, officers and employees from any and all liability in connection with its conducting such investigation as it deems appropriate and the use of the information received from Third Parties. I understand that my failure to sign this reference release so that the Club can contact references and make a full background check of my previous work/volunteer history will be deemed interference with and a withdrawal of my application. I further agree to hold harmless and indemnify the Club, and its agents, officers and employees from any and all liability that may be caused by the Club relying on inaccurate information.

I understand that the Club requires certain information about me to evaluate my qualifications for volunteering and to conduct its business if I become a volunteer. I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-volunteer form may be considered sufficient cause for dismissal, if and when discovered. The use of this application form does not indicate there are positions open and does not in any way obligate the Club.

I authorize personal references as well as developed references, other persons, companies, corporations, schools, and law enforcement agencies to furnish to the Club and/or its agents or representatives any information they have concerning me. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that prior to obtaining any information from a credit reporting service, the Club must first obtain my written consent in a disclosure separate from this application. I understand that the Club shall treat all this information in a confidential manner.

I understand that if I am allowed to volunteer at the Club, I must conform to the rules of the Club. I understand that I have the right to end my volunteer relationship at any time with or without notice, with or without cause, and that the Club has a similar right. I understand that volunteering at the Club does not constitute a guarantee that any volunteer position be continued for any length of time or that any assignment or shift be permanent. I understand that no one other than the Executive Director of the Club has authority to make any other agreement.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my application.

I understand that if I become a volunteer, confidential information regarding the Club, and/or its customers and employees, may be available to me and that this information must not be disseminated or used except for the Club's benefit. If I become a volunteer, I agree to keep all information about the Club, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the Club.

**Signature:**

**Date:**

*Thank you for completing this application form and for your interest in volunteering with us. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you. Applications will not be considered active after 90 days from date of application unless renewed, in writing, by the applicant at this location. Incomplete applications will not be considered.*