



# BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY

## VOLUNTEER APPLICATION

PERSONAL INFORMATION <span style="float: right; font-weight: normal; font-size: small;">(Please include all requested information below &amp; print clearly)</span>			
(Please print) First Name	Middle	Last Name	Date of Application
Street Address			Home Telephone
City	State	Zip Code	Cell Telephone
E-mail Address:			Business Telephone
Have you ever been EMPLOYED with us? <input type="checkbox"/> Yes <input type="checkbox"/> No   If Yes, when? _____ Which location? _____			Employer/Occupation
<b>Where would you prefer to volunteer</b> <input type="checkbox"/> Clubs <input type="checkbox"/> Events <input type="checkbox"/> Sports <input type="checkbox"/> Administration <b>Do you have any Special Skills( E.G Tutoring, Gala, Typing, Art, Music)Please describe</b> _____ _____ _____			Have you ever VOLUNTEERED with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? _____ Which location? _____ What did you do? _____
<b>How did you hear about us?</b> _____			Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Did someone refer you to us? If yes, who (name)</b> _____			<b>1<sup>st</sup> Emergency Contact Name:</b> _____ Emergency Contact Phone: _____ Relation to you: _____ <b>2<sup>nd</sup> Emergency Contact Name:</b> _____ Emergency Contact Phone: _____ Relation to you: _____ Will your volunteer time fulfill school, community service, or court ordered required time? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please describe _____
Do you have any past or present VOLUNTEER experience? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please describe/yrs. _____			
Share any experience you have working with youths? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please describe _____			
Are you affiliated with another club, service organization or do you serve on a board? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please describe _____			
Are there any other facts or circumstances involving you or your background that would call into question your being entrusted with the supervision, guidance and care of minors? <input type="checkbox"/> Yes <input type="checkbox"/> No _____			
Are you able to perform the essential functions of the volunteer position for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No, please describe _____			Are you bilingual <input type="checkbox"/> Yes <input type="checkbox"/> No languages _____

AVAILABILITY TO VOLUNTEER				
Day of the Week	Time of Day	Season	Commitment	Events
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> All Year	<input type="checkbox"/> Once <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> 3 – 8 Wks <input type="checkbox"/> 3 – 6 Mths <input type="checkbox"/> 6 – 12 Mths	<input type="checkbox"/> Superstars <input type="checkbox"/> Golf <input type="checkbox"/> Track Meet <input type="checkbox"/> Gala

**Please Note:** Most program related activities will occur Monday through Friday. Most special events and fundraisers are held Saturday or Sunday.



## BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY VOLUNTEER APPLICATION

**Please note: Volunteers who have direct repetitive contact with kids will be required to be fingerprinted and are responsible for fingerprint fees of \$35 which they will be reimbursed once they have volunteered 25 hrs.**

Name: \_\_\_\_\_

### REFERENCES

Complete information for at least **TWO** references within the last 4 years & do not include family.  
**Former employers/supervisors are required.**

Name	Type of Reference	How do you know the person? (Manager, friend, etc.)	Phone Number (REQUIRED)
	<input type="checkbox"/> Personal		
	<input type="checkbox"/> Professional		
	<input type="checkbox"/> Personal or Business		

### BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY-(BGC/GCV) CONFIDENTIALITY & AUTHORIZATION STATEMENT

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:**

\_\_\_\_\_ In order to safeguard the well being of the youth served by our organization, I authorize the BGC/GCV to verify all information provided by me on this application. I hereby authorize any references or background checks listed on this application and/or any educational entity or person on this application to disclose to the organization any and all letters, reports and other information related to my work or educational record, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, all educational entities listed on this application and all other persons or organizations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand it is a requirement of the organization that all volunteers who work with or have contact with children be fingerprinted. I understand that the fingerprints will be used to check the criminal history records of the State of California, in addition to nationwide records. I authorize the BGC/GCV, and any agency they may contact, to conduct a complete criminal background investigation.

\_\_\_\_\_The BGC/GCV requires all current staff, volunteers and applicants 18 years old and over being considered for employment to undergo a criminal background investigation. Volunteers will **ONLY** begin working when application, reference checks, criminal history, and fingerprints have been processed and cleared

\_\_\_\_\_ While volunteering with the BGC/GCV, information about the lives, abilities, and concerns of youth may be shared with you. This information is of a confidential nature. You must understand and respect the rights of privacy of our members and their families. You are required to use sound judgment in handling confidential information including reproducing copies of documents or disseminating information inside or outside the organization. Similar to a BGC/GCV employee, you as a volunteer are bound by a code of ethics to keep confidential matters within the confines of this organization. You may not discuss such information with anyone who does not have a professional right to know.

\_\_\_\_\_ The California Penal Code requires individuals who are actively involved with youth to report suspicion and/or knowledge of child abuse. All clubhouse staff/volunteers must immediately inform their clubhouse director of any suspected child abuse. Clubhouse Directors are responsible for assisting the staff/volunteers in completing the Suspected Child Abuse Report. Suspected child abuse must be reported immediately (or as soon as practically possible) by telephone with a written report sent within **36 hours** of receiving the information regarding the incident. (LA County – 800-540-4000; Ventura County – 805-654-3200)

All statements and information submitted on this application are true and correct

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name



# BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY VOLUNTEER APPLICATION

## RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the Boys & Girls Clubs of Greater Conejo Valley for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the Boys & Girls Clubs of Greater Conejo Valley, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin and children hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the Boys & Girls Clubs of Greater Conejo Valley for observation or use of any facilities or equipment of participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use of participation.

**IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE Boys & Girls Clubs of Greater Conejo Valley FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:**

1. THE UNDERSIGN HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the Boys & Girls Clubs of Greater Conejo Valley, its directors, officers, employees, and agents (hereinafter referred to as "releases") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin and children for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releases or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the Boys & Girls Clubs of Greater Conejo Valley.
2. **THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS** the releases and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the Boys & Girls Clubs of Greater Conejo Valley premises or in any way observing or using any facilities or equipment of the Boys & Girls Clubs of Greater Conejo Valley or participating in any program affiliated with the Boys & Girls Clubs of Greater Conejo Valley whether caused by the negligence of the releases or otherwise.
3. **THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE** due to negligence of release or otherwise while in, about or upon the premises of the Boys & Girls Clubs of Greater Conejo Valley and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the Boys & Girls Clubs of Greater Conejo Valley.
  - a. **THE UNDERSIGNED** further expressly agrees that the foregoing **RELEASE, WAIVER AND INDEMNITY AGREEMENT** is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
  - b. **THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**, and further agrees that no oral representations, statements for inducement apart from the foregoing written agreement have been made.

**I ACKNOWLEDGE THIS WAIVER FOR MYSELF AND HAVE READ THIS RELEASE**

Signature:	
Print Name:	