



APPLICATION TO VOLUNTEER

Volunteer Information Package

Boys & Girls Clubs of Pembroke values volunteers willing to give their time to support our members and families. Our mission is to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Interested volunteers should look at our website and brochure to view the various programs that we offer, and that volunteers can be involved in (www.boysandgirlsclubofpembroke.org)

The following steps will take place for all Boys and Girls Club volunteers.

1. Fill out our Volunteer Information Package, and return to the Executive Director at executivedirector@boysandgirlsclubofpembroke.org. Attach cover letter and resume to the completed package.
2. Once you have received an email/phone call from the Supervisory staff, they will give you a letter to apply for a criminal reference check with the local police department. **Please note that anyone 16 years or older requires a police check upon their volunteer start date.**
3. Set up meeting with the Supervisor responsible for the areas you are interested in (ex. Children's programs, Special Events, Bingo...).



Volunteer Job Description

Responsibilities:

1. Assisting with the delivery of engaging and effective programming.
2. Knowledge of child development.
3. Provide customer service to clients.
4. Be knowledgeable of the Boys & Girls Pembroke mission, vision and values.
5. Work effectively as a team member.
6. Sign in and out with Program Leader.
7. Participate in team meetings when necessary.
8. Follow Policies and Procedures of the Boys & Girls Clubs of Pembroke.

I _____ have read the volunteer job description and understand my role as a volunteer with the Boys & Girls Clubs of Pembroke.

Volunteer Signature: _____ Date: _____

Check List (Office Use Only)

- | | |
|--|---|
| ___1) Application Completed | ___7) Confidentiality Form Signed |
| ___2) Resume/Cover Letter Attached
Signed | ___8) Anaphylaxis Policy Acknowledgement Form
Signed |
| ___3) Job Description Form Signed | ___9) Verification of Policy Review Form Signed |
| ___4) Agreement Form Signed | ___10) Media Consent Form Signed |
| ___5) References Checks Completed | ___11) Attended Orientation/Tour/Training |
| ___6) Copy of Criminal Records Check Completed
(Five, WHMIS...) | ___12) Copy of Certificates (First Aid & CPR, High
Five, WHMIS...) |

Supervisor's Name: _____ Date: _____

Supervisor's Signature: _____



Volunteer Application Form

NEW VOLUNTEER YES / NO			

CLUB YEAR			
Name (Last) _____			(Name Used) _____
_____		(First) _____	
Address _____		City _____	Postal Code _____ Township _____
Home Phone _____		Cell Phone _____	Home Email Address _____
BIRTH DATE (d-m-yy) (not required) _____		Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
School Name _____			Grade _____

EMERGENCY CONTACT #1:	EMERGENCY CONTACT #2:

Name (last, first) _____	Name (last, first) _____

Street Address (apt, unit) _____	Street Address (apt, unit) _____
_____ _____	_____ _____
City _____ Postal Code _____	City _____ Postal Code _____

Home Phone _____ Cell Phone _____	Home Phone _____ Cell Phone _____

Health Information	

Physician's Name (last, first) _____	Physician's Phone _____
Life-threatening Medical Conditions? <input type="checkbox"/> Explain: _____	
Other Medical Conditions, Allergies, Medications: _____	
PREVIOUS VOLUNTEER EXPERIENCE (INCLUDE ALL EXPERIENCES, ESPECIALLY THAT WITH KIDS, YOUTH, TEENS)	



LIST SPECIAL TRAINING, HOBBIE, INTERESTS

REASON FOR VOLUNTEERING

INDICATE WHICH ACTIVITIES INTEREST YOU

- | | | |
|--|--|--|
| <input type="checkbox"/> Board of Directors position | <input type="checkbox"/> Lead Programming | <input type="checkbox"/> Admin/Office Support |
| <input type="checkbox"/> Fundraising (Bingo's, etc.....) | <input type="checkbox"/> Assist with Programming | <input type="checkbox"/> Advocacy / Public Relations |
| <input type="checkbox"/> Special Events | | |

AVAILABILITY (PLEASE CIRCLE)

MONDAY	AM	PM	SATURDAY	AM	PM
TUESDAY	AM	PM			
WEDNESDAY	AM	PM			
THURSDAY	AM	PM			
FRIDAY	AM	PM			

PARENTAL CONSENT FOR MINORS (REQUIRED): In consideration of the BOYS AND GIRLS CLUB OF PEMBROKE accepting the undersigned minor as a VOLUNTEER and permitting him/her to enjoy the facilities of the Club in any manner whatsoever, we and each of us for ourselves, our heirs, executors, administrators or assigns, **waive and release each and every right or claim for damages** we may have against the BOYS AND GIRLS CLUB OF PEMBROKE, it's agents, servants, represents or assigns for any and all injuries, accidents or mishaps however occasioned.

DATE (d-m-yy)

Signature of Parent/Guardian

VOLUNTEER APPLICATION UNDERSTANDING: I UNDERSTAND:

1. the right to volunteer depends upon the individual's respect for the BOYS AND GIRLS CLUB, its equipment, rules and fellow members.
2. the Club reserves the right to terminate our relationship at any time for any reason.
3. by signing below, I agree to allow complete criminal background and character reference checks to be done on me.
4. all individual records, personal information, what I learn about BOYS & GIRLS CLUB members and fellow volunteers, or information shared with me in confidence, is strictly confidential and should not be disclosed to anyone, other than those who by virtue of their position in the club, need to know.
5. the right of every individual to privacy must be recognized and protected to the greatest extent possible.

DATE (d-m-yr)

Signature of Applicant or Parent/Guardian

DATE (d-m-yr)

Signature of Applicant (if under 18)



BOYS & GIRLS CLUB OF PEMBROKE

Volunteer Agreement

The Boys & Girls Club of Pembroke values the contributions of volunteers – your work is an important part of our organization and the services we provide. We will make every effort to ensure that your volunteer placement with us is rewarding and satisfying. We value your input. Please review the agreement below carefully. It describes our commitment to each other and forms the foundation for our working relationship. All our volunteers are required to complete this agreement before commencing a placement with us. If you have any questions about the agreement, please ask us before signing.

BOYS & GIRLS CLUB OF PEMBROKE agrees to welcome you as a volunteer effective _____(date) and will:

- Provide necessary information and orientation and ongoing support and assistance in order for the volunteer to meet the responsibilities of their assigned position.
- Designate a Supervisor to whom the volunteer reports directly and from whom the volunteer will receive performance feedback.
- Respect the skills and abilities of the volunteer and aim to provide a placement that is best suited to these individual traits.
- Welcome the input of the volunteer about their placement and ways in which our mutual commitments can be better accomplished.
- Respect the volunteer's stated wish not to perform any assigned task if believed to be dangerous, inappropriate or unacceptable.
- Treat the volunteer as a valued partner in the provision of Club programs and services – we are jointly responsible for accomplishing the Club's mission.

BY AGREEING TO VOLUNTEER you agree that you will:

- Perform my assigned duties to the best of my skill and ability.
- Meet my commitments regarding time and duties, or give adequate notice so that other arrangements can be made.
- Abide by Club policies and procedures, including documentation requirements and confidentiality of Club and client information.
- Accept supervision and abide by the limits or restrictions placed upon me in my assigned position.



- Seek help from the Club in a timely manner if a problem arises during my volunteer placement.
- Agree to undergo any screening the Club may require of me and respect that the Club may release me from my volunteer duties at any time it believes doing so is in the best interests of the Club, its clients/members or its mission.
- Attend any orientation or training supplied by the Club and deemed necessary by the Club for my placement.
- Act at all times in a conscientious manner as a partner in the Club's pursuit of its mission.

AGREED TO:

(Volunteer Signature)

(Supervisor's Signature)

(Date)

(Date)



DECLARATION OF CONFIDENTIALITY

PREAMBLE

The need for confidentiality at Boys & Girls Club of Pembroke cannot be overstated. Enforcement of legislation and policies pertaining to the confidentiality of information regarding members, clients, their families and caregivers, Club employees, volunteers and students must be ensured at all times by all employees, members of the Board of Directors, Advisory Committee members, students and volunteers who are expected to uphold professional and ethical standards, demonstrate discretion, and ensure confidentiality to the limit of legal liability.

PROCEDURE

- Employees, students and volunteers will comply with all policies and procedures pertaining to confidentiality at the Boys & Girls Club of Pembroke and its programs
- Written permission for the disclosure of information will be obtained from clients/caregivers and outside agencies and no information will be disclosed to any such party without such consent
- Personal and confidential information regarding any employee, student, volunteer or any agency will not be disclosed to any party without the written consent of the person or agency to whom the information pertains
- Files and the information they contain will be maintained in a safe and secure manner. Access will be limited to the Executive Director and those other personnel who may be authorized by the Executive Director
- Any violation of confidentiality policies or procedures will be brought to the attention of the Supervisor or, where appropriate, the Executive Director
- Depending on the severity of the violation, the employee may face discipline as outlined in the appropriate terms of employment and Club policies

This policy will be reviewed annually with each employee/student/volunteer.

I _____ have read the confidentiality policies and procedures and the statements about confidentiality contained in this Agreement and I agree to abide by their terms and conditions.

Employee/Student/Volunteer Signature

Date

Supervisor's Signature

Date



Reference Check Form

References will be asked to comment on your suitability for the Boys and Girls Club of Pembroke. All replies will be kept in the Strictest Confidence.

We require 3 references, people who have known you for at least the last three years. Two of these references must be professional.

Name: _____

Address: _____ Postal Code: _____

City: _____ Cell: _____

Phone: (Home) _____ (Work) _____

Email: _____

Occupation: _____

Name: _____

Address: _____ Postal Code: _____

City: _____ Cell: _____

Phone: (Home) _____ (Work) _____

Email: _____

Occupation: _____

Name: _____

Address: _____ Postal Code: _____

City: _____ Cell: _____

Phone: (Home) _____ (Work) _____

Email: _____

Occupation: _____



Media Consent Form

You may be participating in an event or activity run by the Boys and Girls Clubs of Pembroke where photos, video or audio may be taken for promotional/educational/fundraising purposes.

Please read this form carefully and sign SECTION 1 to indicate consent or SECTION 2 if you do not grant consent. Parental consent required for minors (under 18).

SECTION 1: MEDIA CONSENT

I (print name) _____, hereby give Boys and Girls Clubs of Pembroke consent to use and reproduce my name or child's name/image/likeness/or videotaped interview for promotional purposes related to Boys and Girls Clubs of Canada, its member Boys and Girls Clubs of Pembroke and/or external partners. This information may be used either in whole or in part by Boys and Girls Clubs of Canada, its member clubs, external partners and/or media outlets (newspaper, T.V. & radio stations, web sites etc.) in promotional videos, television commercials, program brochures, posters, on the Internet or be otherwise displayed to the public or used for other educational/fundraising purposes. I release Boys and Girls Clubs of Canada and its agents from any and all claims, of any nature, based on any uses of the above.

Any information or images obtained from this activity may be used by the public media for publicity purposes including but not limited to Web sites, publications, videos, print and television news. I hereby waive any claims I may have and release Boys and Girls Clubs of Pembroke and its representatives from liability of claims arising out of such activities. I further agree to acknowledge that I will not receive any royalties for my involvement in this project.

I have read and understand the above declaration and release and certify my past, present and future compliance with all conditions outlined in this document. I Accept

Signature of Applicant / Parent or Guardian

Date (d-m-yr)

SECTION 2: Confidentiality Concern, NO CONSENT

I do not want my name, image or audio used for the purposes stated above.

Signature of Applicant / Parent or Guardian

Date (d-m-yr)

* Note: It is your responsibility to notify the Boys and Girls Club of Pembroke if the status of this consent changes.