



**BOYS & GIRLS CLUBS**  
OF NORTH CENTRAL GEORGIA

**THANK YOU FOR VOLUNTEERING**

Creating Brighter Futures Together

[WWW.BGCNCG.COM](http://WWW.BGCNCG.COM)

## Our Mission

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







**BOYS & GIRLS CLUBS**  
OF NORTH CENTRAL GEORGIA

FINGERPRINTS

**National Criminal Background Check Information Sheet**

APPLICANT'S NAME: \_\_\_\_\_

APPLICANTS ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

SEX:  MALE  FEMALE

**RACE:**

- Asian or Pacific Islander
- Black or African American
- American Indian
- White (Includes Mexicans and Latinos)
- Unknown

**EYE COLOR:**

- Black
- Blue
- Brown
- Green
- Gray
- Hazel
- Maroon
- Multicolored
- Pink
- Unknown

**HAIR COLOR:**

- Black  White
- Blonde  Unknown
- Blue
- Brown
- Gray
- Orange
- Purple
- Pink
- Red
- Sandy

HEIGHT: \_\_\_\_\_  
*(In feet and Inches)*

WEIGHT: \_\_\_\_\_





## Club Volunteer Application

I am volunteering as:  an individual  direct of volunteer group  board member

Name \_\_\_\_\_

Group Name (if applicable) \_\_\_\_\_ Group Director \_\_\_\_\_

Street \_\_\_\_\_ Apartment # \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening ) \_\_\_\_\_ E-mail \_\_\_\_\_

We primarily contact volunteers through email. If you would prefer to be contacted through an alternate medium, check one of the following boxes. Please contact me through:  Email  phone

***\*For Office Use Only***  
\_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact's Phone \_\_\_\_\_

<b>INTERESTS and SPECIAL SKILLS</b> (check all that apply)		
<input type="checkbox"/> Education	<input type="checkbox"/> Art	<input type="checkbox"/> Special Skills
<input type="checkbox"/> Health & Self Esteem	<input type="checkbox"/> Special Events	(Ex: web design, sign language,
<input type="checkbox"/> Leadership	<input type="checkbox"/> Other _____	photography) _____

<b>Location Preference</b>	
Club/Location _____	or Neighborhood _____
(i.e. Walton, Madison, Greensboro, Newton, Putnam)	

I hereby authorize Boys & Girls Clubs of North Central Georgia and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining information which may be material to my qualifications for volunteering now and, if applicable, during the tenure of my service with company. I release Boys & Girls Clubs of North Central Georgia and/or its agents and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

I also hereby authorize the Boys & Girls Clubs North Central Georgia, without limitation, to copy, publish, exhibit or distribute photographs or video tapes of my volunteer activities for the purpose of reporting or promoting volunteerism. I waive all rights and claims I may have against your organization, and/or its agents, subsidiaries or assignees related to the above photos and videos.

The above information includes my true and complete legal name and is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Confidentiality Policy

The organization requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the members, the professional staff, other volunteers, and business operations of the Boys & Girls Clubs of North Central Georgia and its Affiliates.

The volunteer shall not disclose any information obtained in the course of his/her volunteer placement to any third parties without prior written consent from the organization and in any situation involving minors, additional written consent from that minor's direct guardian. This includes but is not limited to member, employee and volunteer records and data, donors and clients, and accounting/financial matters.

No information concerning any volunteer will be divulged without prior written consent of the volunteer. This includes addresses, telephone numbers, etc.

Failure to comply with the confidentiality policies of the organization may result in disciplinary actions, including the dismissal of the volunteer.

I understand the above and agree to uphold the confidentiality of these matters both during and following my volunteer service with Boys & Girls Clubs of North Central Georgia.

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

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Boys & Girls Clubs of North Central Georgia Receipt of Volunteer Handbook**

I have received a copy of Boys & Girls Clubs of North Central Georgia's Volunteer Handbook and have been afforded the opportunity to ask questions regarding its contents. I agree to abide by all the information written within the handbook.

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

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Individual Volunteer Contract & Agreement

VOLUNTEER NAME \_\_\_\_\_ AGE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Street City State Zip Code  
E-MAIL \_\_\_\_\_

### IN CASE OF EMERGENCY NOTIFY

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ BUS. PHONE \_\_\_\_\_

### *VOLUNTEER CONTRACT AND AGREEMENT BETWEEN*

\_\_\_\_\_ and the Boys & Girls Clubs of North Central Georgia  
Volunteer Name

The signing of this agreement by the Unit Director and the above named, binds them to the following terms:

The Volunteer agrees to serve the program to the best of his/her abilities in the capacity of \_\_\_\_\_  
\_\_\_\_\_.

Volunteer contracts are for one program period as established by the Boys & Girls Club of North Central Georgia.

The dates of your volunteer service are from \_\_\_\_\_ to \_\_\_\_\_.  
(start date) (end date)

Your schedule is: \_\_\_\_\_

The volunteer agrees to abide by the Boys & Girls Clubs of North Central Georgia personnel policies, Club policies, as outlined in the Volunteer Handbook, and to the following special conditions:

- Attend each volunteer orientation for respective service quarter.
- Attend required program training as needed.
- Complete program evaluations as needed.

In accepting this position, I am willing to adhere to the club policy and procedures, to speak favorably about the program, to represent the club well to the public and to offer suggestions and criticisms to the management for the continuing improvement of a high quality program. I understand that there is no compensation for my volunteer work. I can be dismissed at any point.

DATE \_\_\_\_\_ VOLUNTEER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ DIRECTOR SIGNATURE \_\_\_\_\_





## Group Volunteer Partnership Agreement

This agreement between the Boys & Girls Clubs of North Central Georgia and \_\_\_\_\_ allows its students/employees to volunteer their time assisting Club professional to enable Club members to one day become productive adults.

It is the Boys & Girls Clubs of North Central Georgia's goal that this will be a beneficial experience both for the volunteer and the organization, and this will help develop a long standing partnership to better serve the youth of the community. In order for this partnership to work, certain criterion is needed to help in developing a strong volunteer base for the Boys & Girls Clubs of North Central Georgia.

All volunteers will be contracted for one program period (8-12 weeks) with no obligation to stay on after that time. It is understood that volunteers must:

- Complete a volunteer application.
- Attend each quarterly volunteer orientation.
- Attendance will be on time and regular, honoring agreed upon schedule.

The Boys & Girls Clubs of North Central Georgia agrees to:

- To match the volunteer's skills and interest appropriately in the program areas of Education & Career Development, Character & Leadership Development, the Arts, Health & Life Skills, Sports, Fitness & Recreation and general program supervision.
- To provide training in becoming effective volunteers, working with youth and observing program policies and procedures.
- To provide supervision, weekly feedback and end-of-program evaluations.

The partnering organization agrees to:

- To promote the Boys & Girls Clubs of North Central Georgia volunteer opportunities.
- To promote the Boys & Girls Clubs of North Central Georgia programs to the community.
- To inform the Club Director of any changes that might affect the volunteer base at the organization.

This agreement is entered into for the purpose of enabling the young people, especially those from disadvantaged circumstances, to become productive adults.

---

Representative, Title  
Partnering Organization

---

Date

---

Unit Director

---

Date



## Club Volunteer Questionnaire

Where did you learn about our volunteer opportunities? \_\_\_\_\_

Will your volunteer time fulfill school, community service or organization required time? \_\_\_\_\_

### SKILLS AND EXPERIENCES

What sorts of hobbies, interests and activities do you enjoy? \_\_\_\_\_

\_\_\_\_\_

What is your occupation? \_\_\_\_\_

Do you have any past or present volunteer experience? If yes, please describe. \_\_\_\_\_

\_\_\_\_\_

### INTEREST INVENTORY

This section will help you determine what volunteer activities you might like to participate in. Please check the area(s) that interest you. Check as many or as few as you like! I would enjoy:

Tutoring – Which subjects? \_\_\_\_\_

Sports – Coach or Assistant – Which sport(s)? \_\_\_\_\_

Music – Instructor or Assistant – Which type? \_\_\_\_\_

Arts & Crafts or Performing Arts – Instructor or Assistant – What medium or genre? \_\_\_\_\_

Listening to a child read                       Playing board games                       Leading a discussion or club group

Mentoring a child/teen                       Helping with special events                       Chaperoning a field trip

Assisting with fundraising                       Assisting with clerical work                       Helping fix-up equipment

Activities not listed above that I am interested in include: \_\_\_\_\_

Which age groups would you most enjoy working with? Check as many as you like!

6 – 8 Year Olds                       9 – 10 year olds                       11 – 12 year olds

13 – 15 year olds                       16 – 18 year olds                       Does not matter

Please mark all the days and times you will be available to volunteer.

Days of the Week	M	Tue	W	TH	F	SAT	SUN
Time Available							

# VOLUNTEER PROCESS



Complete application



Background Check /Fingerprinting

Fingerprinting is implemented every five years



Letter of Approval



Club Tour / Orientation

Your start date will be given to you during orientation



Begin Volunteering

Contact:

Kayla Andrews, Human Resources

Phone: 770-267-8034 Ext. 125

Email: [kandrews@bgcncg.com](mailto:kandrews@bgcncg.com)