

Please submit a Letter of Recommendation from a responsible adult (not family) along with your application. Thank you!



BOYS & GIRLS CLUB OF LAGUNA BEACH

CANYON BRANCH: 1085 LAGUNA CANYON ROAD • (949) 494-2535 • BLUEBIRD BRANCH: 1470 TEMPLE TERRACE • (949) 494-7630
LANG PARK: 21547 WESLEY DRIVE • (949) 715-7322 • LAGUNA BEACH, CA 92651 BGCLAGUNABEACH.ORG

YOUTH VOLUNTEER APPLICATION

PLEASE SUBMIT TO VOLUNTEER@BGCLAGUNA.ORG
CANYON BRANCH FRONT DESK CONTACT: 949-715-7942

Today's date: ___ / ___ / ___

Name: _____ Phone: _____

Other Name(s) Used: _____ E-mail: _____

Address: _____ Date of Birth: ___ / ___ / ___

City: _____ Gender: _____

State: _____ Zip: _____ Ethnicity: _____

Emergency Contact: Name: _____ Relation: _____ Phone: _____

How did you learn of the Boys & Girls Club of Laguna Beach? _____

Are you a former member of a Boys & Girls Club? Yes No

If yes, what was the name and location of the Club? _____

Are you a student? Yes No

Name & location of school: _____

Are you volunteering as part of a corporate/community program or organization? Yes No

If yes, what is the name of the program/organization? _____

Are you employed? Yes No

Name/Address/Phone of employer: _____

List any special skills, areas of knowledge and/or previous volunteer experience.

At which location would you like to volunteer?

Canyon Branch

Bluebird Branch

Lang Park

What area(s) of programming interest you most?

Arts / Crafts

Athletics / Gym

Education / Tutoring

General Activities / Playground

Kindergarten

Technology / Computers

Games Room (Main Branch Only)

Gardening

Administration

Mentoring / College Prep

Music / Instruments

Coaching

Special Events

Other: _____

FOR OFFICE USE ONLY

Application received: ___ / ___ / ___

Letter of Recommendation received: ___ / ___ / ___

Interviewed: ___ / ___ / ___

Orientation completed: ___ / ___ / ___

Entered in Vision: ___ / ___ / ___

Background Check

Fee: Paid / Waived

Order ID: _____

Cleared: Yes / No ___ / ___ / ___

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Times					

Limited volunteer opportunities exist after 6:00 pm. Clubs are closed on weekends.

Total number of hours each week you are available to volunteer: _____

Estimated length of commitment (e.g. 3 months, 6 months, indefinitely): _____

Please provide one additional reference (besides person writing Letter of Recommendation).

Name: _____

Relation: _____

Phone _____

BY SIGNING THIS DOCUMENT, I AM AWARE THAT BOYS & GIRLS CLUB OF LAGUNA BEACH MAY CONTACT THE ABOVE LISTED REFERENCES. I ALSO AGREE TO SUBMIT THE ABOVE STATED LETTER OF RECOMMENDATION AND WILL NOT ENGAGE IN ANY UNSUPERVISED VOLUNTEER ACTIVITIES PRIOR TO ITS SUBMISSION.

Applicant Signature: _____ Date: _____

The Annual Club membership fee is waived for all youth volunteers!



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YOUTH VOLUNTEER POLICIES AND PERMISSIONS

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Club Program Policy

As defined by the State of California, Department of Social Services, Community Care Licensing Division we are not a licensed day care but a **private recreation program**, which allows members to arrive and leave the facility at their own leisure. Our staff does not grant permission for children to leave the Club, nor do we insist that they stay. The decision as to when a child arrives and leaves the Club, and with whom, is a matter between the parents and the child. If a child leaves the Club without adult supervision, **the parents take full responsibility for the child's action** while he/she is unsupervised. We are responsible for the safe and proper use of the facility and the equipment and obligated to create an environment in which our participants behave appropriately according to Club rules. If it is the parent's desire that the child remain at the Boys & Girls Club of Laguna Beach until picked up by a designated person, the responsibility for this lies solely with the parent and the child. The Boys & Girls Club of Laguna Beach will not be held liable should any child leave the premises without permission. **We highly recommend that you tell your child to stay at the Boys & Girls Club until a parent or guardian picks them up.** We will strongly remind your child of your wishes.

Parent/Guardian Initials

Emergency Release / Authorization to Treat

If, in the judgment of the staff of the Boys & Girls Club of Laguna Beach, the child named above needs immediate care and treatment as a result of any injury or sickness, I hereby give permission to the staff to secure proper treatment for my child. I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon or dentist and performed by or under the supervision of the medical staff of the hospital or facility furnishing medical or dental services. It is further understood that the undersigned will assume full responsibility for any such action, including payment of costs. I do hereby agree to indemnify and hold harmless the Boys & Girls Club of Laguna Beach (including its officers, directors, members and/or volunteers) from any claim by any person whomsoever on account of such care and treatment of said child.

Parent/Guardian Initials

Permission to Photograph

Occasionally, Boys & Girls Club of Laguna Beach program activities may be photographed, videotaped or audio taped for educational, publicity or fundraising purposes. Please indicate if you give permission for your child to appear in videos, photos or audio recordings without compensation (e.g. as part of brochures, slide shows or program websites).

Parent/Guardian Initials

Late Pick-up Policy

Club membership is a privilege and everyone must abide by the rules. If you are unable to pick up your child by Club closing time this may result in suspension or termination of membership. During the school year the Club closes at 7 pm. During the summer the Club closes at 6 pm.

Parent/Guardian Initials

Communication with the Schools

In order to promote school and life success and work in collaboration with the schools, I hereby consent to, request, and authorize the Boys & Girls Club of Laguna Beach to exchange with my child's school district (LBUSD or CUSD) any or all social, psychological, medical, speech/language and educational information regarding my child. This authorization shall remain in effect until revocation in writing has been delivered to the Boys & Girls Club of Laguna Beach.

Parent/Guardian Initials

Rules of Conduct and General Information for Parents and Members

Be Safe & Be Kind

1. All members must check in with a staff member upon entering the Club and sign in.
2. To ensure members' safety, members must remain within designated boundaries and are required to enter and exit through the front door only.
3. Personal toys, electronics, iPods, etc. are not allowed in the Club. Parents and members are responsible for any valuables/money brought to the Club.
4. All members and parents are expected to be kind and respectful while in the Club. Profane language, name-calling, teasing, bullying, horseplay, fighting, and/or stealing will not be tolerated and may result in suspension.
5. If members cause damage to Club equipment, the parents are responsible for the cost of repair or replacement.
6. Food and drinks are to be consumed outside at the picnic tables only.
7. Gum chewing is not permitted anywhere in the Club.
8. For members' safety, bare feet, sandals, flip-flops, and open toed shoes are not allowed to be worn at the Club.
9. For members' safety, running is only permitted outside.
10. Members should respect their environment and are responsible for keeping their Club clean, including cleaning up after themselves and throwing away trash in the appropriate containers.
11. For safety reasons, rollerblades, skates, skateboards, bikes, or *Heelys* are not permitted at the Club unless specified by program.
12. In case of an emergency and for your child's protection, please be sure to keep membership application information updated for correct addresses and phone numbers.
13. "Guest Memberships" are available on a limited basis. Guest's parents must fill out an application before their child comes to the Club. Guest members will not be allowed to attend field trips or any other member-only events.
14. Parents will be notified if their child displays inappropriate or unacceptable behavior. If the child does not correct his/her behavior, membership may be terminated without refund.
15. For the safety of our members and families, please drive slowly while on Club property and carefully watch out for children in the parking lot. Please do not allow your child to play in the parking lot as it is unsafe.

Parent/Guardian Initials

Member Initials

Outcomes Measurement Consent

I give permission to the Boys & Girls Club of Laguna Beach to survey and interview my child, to find out what his/her behaviors, skills and attitudes are in regards to issues such as health risks and habits, positive self-esteem, respect for diversity, education and educational resources, positive relationship, career choices, and connection to community, as well as his/her experiences at the Club. I understand that the purpose of these surveys and interviews is to help find out how well the Club is meeting my child's needs and to identify areas which may call for further attention. I also understand that this information will remain private, and that only my child's Club Director and assigned research assistants will be able to look at his/her responses.

I understand that my child's response will be automatically grouped together with the response of other Boys & Girls Clubs members for any public presentation of the findings, and that my child will never be individually linked to his/her responses. In addition, I understand that I can take back my permission at any time, and that my permission automatically stops at the end of this only-year membership period. Finally, I understand that I can receive a copy of this signed consent form, and that upon written request I may arrange to discuss the findings with my child's Club Director.

Every effort is made to provide members with a safe, enjoyable, and memorable experience. I attest and verify that my child is physically able to participate in all activities offered at the Boys & Girls Club of Laguna Beach. I understand that there are a variety of play areas at the Boys & Girls Club of Laguna Beach, including but not limited to, a playground, a gym, a skate ramp, and a games room. I acknowledge that use of these various areas poses risks to my child, including the risk of sprains, bruises, broken bones and serious injury or death. I understand that my child will have access to all areas/activities of the facility unless I contact the Boys & Girls Club of Laguna Beach and request restriction from a specific activity/area.

I as parent/guardian of the minor, do hereby, for my child, myself, my heirs, executors and administrators, release and forever discharge and hold harmless the Boys & Girls Club of Laguna Beach and all officers, directors, employees, agents and volunteers of the organization, acting officially or otherwise, from any and all claims, demands, actions or causes of action which in any way arise from the minor's participation and/or my participation at their facilities.

I acknowledge that I have carefully read this document and understand the information therein. I agree to each of the terms and acknowledgments above, and agree to permit my child to participate in/with all activities and areas of the facility.

Parent / Guardian Name (Printed)

Parent / Guardian Signature

Date



BOYS & GIRLS CLUB
OF LAGUNA BEACH

Parental Consent for Minor Background Check

This form must be completed by a parent or legal guardian prior to the minor's volunteer interview, where the minor will need to complete a background check authorization form including Social Security Number.

No minor will be interviewed without this signed consent form.

A minor, _____,
(Print Name of Minor Applying For Volunteer Work)

is applying for a volunteer position at the Boys & Girls Club of Laguna Beach.

The volunteer process includes a background check. As the parent or legal guardian of the above-referenced minor, I understand the purpose of this pre-volunteer check is to safeguard the children who participate in Boys & Girls Club of Laguna Beach programs. Therefore, I hereby provide my consent and authorization to the Boys & Girls Club of Laguna Beach to perform such background check prior to my child serving in the role of Boys & Girls Club of Laguna Beach Youth Volunteer.

Signature of Parent or Legal Guardian: _____

Print Name: _____ Relationship to Minor: _____

Signature of Minor Applying for Volunteer Position: _____

Date: _____



BOYS & GIRLS CLUB OF LAGUNA BEACH

VOLUNTEER VIRTUAL CLUB SAFETY & POLICIES

Due to our current emerging situations regarding the spread of COVID-19 and the continued need for our youth and their families to have Boys & Girls Club of Laguna Beach we have the following procedures and policies to safely engage youth in the form of a Virtual Club. Boys & Girls Club of Laguna Beach trained staff will use various forms of technology such as software programs and apps to allow youth to engage in programs and activities as well as have a form of communication with Club parents/guardians. Volunteers will only gain access during Club Open houses and is per invite session based on approval.

ZOOM

Online software and downloadable app that allows real-time online engagement with staff. At no time will a member of staff, youth or volunteer be allowed to share the Zoom link or password. Additional security measures have been put in place.

Features:

- Share screen
- Whiteboard
- Reactions (thumbs up, thumbs down, clapping, speed up, slow down, raise hand-question)
- Video
- Audio
- Chat Box
- Waiting room
- Enable video and Audio

Member Requirements:

- Boys & Girls Club of Laguna Beach members must have an “Active Membership” to participate
- Parent Portal- program sign ups per member.
- Opt-in electronic signed consent form required to participate.
- Parent/guardian email needed to enroll member.
- Student assigned school email address to gain access to zoom sessions.

Volunteer Requirements:

- Preregistrations per open house or invitation required. Staff that is hosting session will then approve volunteer to gain access into zoom session.

CONTINUED OPERATIONAL STANDARDS:

- The NO 1:1 policy still applies within the virtual Club. At no time will a volunteer be without a staff virtually present and will ensure that all zoom meetings abide by this policy and meet the rule of 3.
- Volunteers are expected to follow the Club dress code while participating in virtual Club open house or is an invited guest to observe prescheduled activities. **Club dress code includes** BGC Club attire i.e. Name Badge, Club t-shirt, polo, sweatshirt to be worn while invited in as a guest. **AT NO TIME:** Will a volunteer be allowed to wear see-through items i.e. leggings, shirts, shorts, short shorts, tank tops or other branded materials other than BGC.

- Staff are expected to run programs or activities on time in an efficient and punctual manner, this expectation is to be followed by the volunteer engaging in the session.
- Volunteers are not allowed to: share personal information with members, parents or guardians. i.e. Personal email, phone number, address, social media accounts, nor are volunteers allowed to follow or add as a friend.
- Volunteers should be mindful of language when speaking to members and or parent/guardians when invited in as a guest. There is no profanity allowed to be spoken. Should this occur the host of the session will immediately remove any volunteer from the session and will not be allowed to reenter any session or open house.

NEW OPERATIONAL STANDARDS:

- Volunteers have the experience and capability to communicate and engage youth or a Club parent/guardian if being asked a question.
- When hosting a session Boys & Girls Club of Laguna Beach Staff are **required to document/record/transcribe each and every interaction.** COO and RMD will review the sessions to ensure all safety protocols are being followed.
- Volunteers are responsible to follow the guidance of the program staff that is hosting the virtual session. If at any point a member has behavior problems the staff will only address the member by placing them in the waiting room where a parent/guardian will be notified by the second staff co-hosting the session.
- All Zoom Meetings are Required to have the waiting room feature enabled for staff to allow members to join the zoom meeting. If an individual is in the waiting room that you do not recognize **DO NOT** allow them into the zoom meeting, staff have program list to reference off of on who can join the session.
- In the event that a “Zoom Booming” does occur the staff are to terminate the zoom meeting immediately forcing everyone out of the meeting.
- Volunteers are to be mindful of the location when invited in a session as a guest when staff are hosting a virtual Club session and or an open house. i.e. Volunteers should not be inside of a bedroom, laying down, couch sitting, eating/snacking, drinking energy drinks/ or any alcoholic beverage or having them present, showing inappropriate content in the background/ noises.
- Volunteers will consider any or all possible interruptions while being an invited guest in a virtual program or open house.
- At no time will any inappropriate content be displayed or reveled in the environment. i.e but not limited to the following: Materials or imagery that includes or references drugs, alcohol, sex, violence, or profanity.

I have read the above procedures and policies and agree to uphold them to the highest standard. If I have any questions or concerns regarding what is being asked of me, I will direct them to Addie McHale, Chief Operations Officer AddieM@bgclaguna.org prior to engaging any member, parent or guardian through Zoom.

Volunteer Full Name: _____

Volunteer Position: _____

Volunteer Signature: _____

Email Verification Address: _____

Date: _____