



BOYS & GIRLS CLUB OF LAGUNA BEACH

THE MISSION OF THE BOYS & GIRLS CLUB OF LAGUNA BEACH IS TO EMPOWER ALL YOUNG PEOPLE, ESPECIALLY THOSE THAT NEED US MOST, TO REALIZE THEIR FULL POTENTIAL AS HEALTHY, CARING, AND RESPONSIBLE MEMBERS OF SOCIETY.

CANYON BRANCH: 1085 LAGUNA CANYON ROAD • (949) 494-2535 • BLUEBIRD BRANCH: 1470 TEMPLE TERRACE • (949) 494-7630

ADULT VOLUNTEER APPLICATION

PLEASE SUBMIT TO VOLUNTEER@BGCLAGUNA.ORG

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 What is your occupation? _____

Employment History (Please list your last two employers, beginning with the most recent.)

Time Frame	Name/Location of Employer	Position	Brief Description of Duties & Responsibilities
From: To:			
From: To:			

FOR OFFICE USE ONLY

Application received: ___ / ___ / ___

Background Check

Interviewed: ___ / ___ / ___

Fee: Paid / Waived

Orientation completed: ___ / ___ / ___

Order ID: _____

Entered in Vision: ___ / ___ / ___

Cleared: Yes / No ___ / ___ / ___

	Name and Location of School:	Number of Years Completed:	Graduated:	Degree obtained:	Major/ Specialization:
High School					
College/Post-graduate					

Please list any additional special skills, certifications, training, expertise, and/or previous volunteer experience.

At which location would you like to volunteer?

- Canyon Branch
 Bluebird Branch
 El Toro Park

What area(s) of programming interest you most?

- | | | |
|--|--|---|
| <input type="checkbox"/> Arts / Crafts | <input type="checkbox"/> Athletics / Gym | <input type="checkbox"/> Education / Tutoring |
| <input type="checkbox"/> General Activities / Playground | <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Technology / Computers |
| <input type="checkbox"/> Games Room (Main Branch Only) | <input type="checkbox"/> Teen Programs | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Mentoring / College Prep | <input type="checkbox"/> Music / Instruments | <input type="checkbox"/> Coaching |
| <input type="checkbox"/> Special Events / Gardening | <input type="checkbox"/> Other: _____ | |

Please fill in the days and times that you are available to volunteer.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Times					

Limited volunteer opportunities exist after 6:00 pm. Club is 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): _____

Have you ever been convicted of a felony? YES NO

If yes, please describe the charges in detail. _____

Please provide a reference.

Name: _____ Relation: _____ Phone: _____

BY SIGNING THIS DOCUMENT I AM AWARE THAT THE BOYS & GIRLS CLUB OF LAGUNA BEACH MAY CONTACT THE ABOVE LISTED REFERENCES. I AGREE TO SUBMIT AN AUTHORIZATION AND RELEASE FORM FOR THE PURPOSE OF A BACKGROUND CHECK AND WILL NOT ENGAGE IN ANY UNSUPERVISED VOLUNTEER ACTIVITIES PRIOR TO THE COMPLETION OF THIS CHECK.

Applicant Signature: _____ Date: / /



**BOYS & GIRLS CLUB
OF LAGUNA BEACH**

Background and Reference Checks

The Boys & Girls Club of Laguna Beach is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & Girls Club of Laguna Beach will conduct background checks in accordance with the following policy.

Boys & Girls Club of Laguna Beach will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum,

- A. Verify the person's identity and legal aliases through verification of a social security number.
- B. Provide a national Sex Offender Registry search through www.nsopw.gov
- C. Provide a comprehensive criminal search which includes a national search,
- D. Provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search through First Advantage and Secure Live Scan
- E. All employees are required to obtain fingerprint clearance within one week prior to employment. (See supervisor for forms). All Club employees and volunteers are subject to background checks at least every year. Background checks may include but are not limited to checks of an employee's driver's license, National Sex Offender search, state and federal criminal checks, and credit checks for the CEO, COO, CFO, CDO & CRO, to the extent permitted by applicable law. An investigation may be conducted by the Department of Justice. The Club reserves the right to terminate any employee due to an adverse record that is discovered after the investigation has occurred.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve (12) months. All background check reports and or criminal findings for the CEO of the organization will be reviewed by the Board Chair and or appropriate Board committee.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of Boys & Girls Clubs of Laguna Beach that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- A. Refuses to consent to a criminal background check.
- B. Makes a false statement in connection with such criminal background check.
- C. Is registered, or is required to be registered, on a state or national sex offender registry list.

- D. Has been convicted of a felony consisting of:
 - 1. murder
 - 2. child abuse
 - 3. a crime against children, including child pornography
 - 4. domestic violence
 - 5. abduction or human trafficking
 - 6. a crime involving rape or sexual assault
 - 7. arson
 - 8. weapons
 - 9. physical assault or battery
- E. Has been convicted of a drug-related offense committed within the last five years.
- F. Under Title 22 Licensed Preschool Candidates only: Completion of 24 semester units of course work in early childhood education or child development, including at least one three-semester unit (or four-quarter unit) course in each of the following core areas:
 - 1. Child/human growth and development
 - 2. Child, family, and community, or child and family relations
 - 3. Programs/curriculum

REFERENCE CHECKS

Boys & Girls Club of Laguna Beach conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Club of Laguna Beach provides reference materials when asked by other Member Organizations.

I have read and understand the above information and agree to complete all of the necessary steps to complete my background and reference check.

Signature _____ **Date** _____