



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

Thank you for your interest in volunteering at the Boys and Girls Clubs of Southern Illinois. We are looking for volunteers and would love to meet with you. Here is the process to get started:

1. Complete the attached application and make an appointment with me to turn it in.
2. At this appointment, you will need to bring the application, \$13.00 for the background check processing fee, and a driver's license or state ID.
3. After meeting with me, we will schedule an appointment for an orientation, which will last approximately 45 minutes in length.
4. Attend the orientation and set up your schedule for volunteering.
5. Complete the mandated reporter training (on your own) and turn in certificate of completion on first day of volunteering.

Please contact me as soon as possible to schedule your appointment.

Yours in Service,

Kassie Taylor
Director of Development
Boys and Girls Clubs of Southern Illinois
PO Box 3092
Carbondale, IL 62902
618-457-8877 ext. 0032
ktaylor@bgcsi.org



VOLUNTEER APPLICATION

Contact Information

Name	
Street Address	
City State ZIP Code	
Cell Phone	
Work Phone	
E-Mail Address	

College Student Information

Major	
Year in School	
Last Previous Address:	
City, State, Zip Code	

Purpose of Volunteering

- College Student – course requirement _____ Course Name _____ # hours
_____ University or College
- SIU RSO: _____
- Community Volunteer
- Corporation Volunteer _____ Name of Corporation
- Community Service Hours/Court Mandated: _____ Probation Contact _____ # hours
- Community Service Hours/TANF: _____ Contact Person _____ # hours(week)

Availability

Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____

Beginning Date: _____

Interests

Tell us in which areas you are interested in volunteering

- Administration
- Programming (youth)
- Building Maintenance/Cleaning
- Special Events
- Fundraising

Age Group Preference

Tell us which age group you would prefer to work with, we will try and place you with this preference as much as possible.

- Kindergarten – 1st grade
- 2nd – 3rd grade
- 4th and 5th grade
- Middle School (6th – 8th)
- High School (9th – 12th)

Site Preference

Tell us which site you prefer to work at, we will try and place you with this preference as much as possible.

- Springer Street Site
- Rebound Alternative High School
- Carbondale Middle School
- Lewis School

Boys & Girls Club of America Knowledge and Experience

What is your experience and knowledge about the Boys & Girls Club of America? If you have been involved with a Boys & Girls Club – where and when?

Previous Volunteer Experience

Summarize your previous volunteer experience.

Trainings/Certifications

Do you have any of the following certifications or trainings?

- First Aid
- CPR
- CPI
- Mandated Reporter
- Other

If you have any of the above certifications, please bring a copy of your certificate to keep on file.

Person to Notify in Case of Emergency

Name and Relationship	
Street Address	
City State and Zip	
Home Phone	
Work Phone	
Cell Phone	
Email Address	

References

Please List 3 references and note the specific requirements:

1. Name: _____ Phone: _____ Relationship: _____
2. Name: _____ Phone: _____ Relationship: _____
3. Name: _____ Phone: _____ Relationship: _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

FOR OFFICE USE ONLY:

Date Orientation scheduled: _____

Orientation completed – Date: _____

Initials: _____

Entered into Volunteer Trax - Date: _____

Initials: _____

COMMENTS:

BACKGROUND CHECK RELEASE OF INFORMATION

I, _____
LEGAL LAST NAME LEGAL FIRST NAME LEGAL MIDDLE NAME

Current Physical Address (MUST INCLUDE STREET, CITY, STATE, AND ZIP CODE)

Phone Number

Email Address

Date of Birth

Social Security Number

Gender

Race

Driver's License or State ID

State of Issue

Have you ever been arrested or convicted of a felony: YES _____ NO _____

Have you ever been arrested or convicted of a misdemeanor: YES _____ NO _____

If you answered yes to either question above please provide a brief explanation of offense and date below:

My signature below evidences my understanding that I am being considered for a position of employment or volunteer at the BGCSI and I hereby authorize BGCSI to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Illinois or National Registries. I understand that I may at any time request in writing a copy of all findings. **I further understand that information obtained during the investigation(s) may be used as a basis for the acceptance or denial of appointment or reappointment, as well as termination when appointed to the above position pending completion of my records check investigation.**

I understand that refusal to supply accurate information and sign this release will result in termination of the appointment process. All information I hereby authorize to be obtained will be confidential.

Applicant Signature:

Print Name

Signature

Date

OFFICE USE ONLY

Cost: \$13 Check _____ Cash _____ Debit _____ Received: Date _____ By: _____
Identification Verified (picture ID): DL: _____ State ID: _____ Other: _____
Employment: _____ Program Volunteer: _____ Board Volunteer: _____ Intern: _____ Other: _____
Date Background processed: _____ Background Results received: _____
Approved: _____ Denied: _____ Result Concerns: _____