

Please Print Neatly

For Office Use Only:
Staff Requesting: _____
Date Completed: _____



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Approved Denied

Emergency Contact Information

First Name:	Last Name:
Relationship:	Phone Number:

Print Name: _____ Date: _____

Signature: _____

***Processing of this application can take up to 2 weeks.**

Background Check - In connection with my volunteer application, I understand and agree that reference inquiries may be requested by the Boys & Girls Club of Lansing (BGCL) that will seek information regarding my professionalism. I understand any information given will be under strictest confidence. I further release BGCL and any reference contacted from any and all liability that may potentially result from the release and/or use of such information.

As a prospective volunteer of the Boys & Girls Club of Lansing (BGCL), I understand that it is this organization’s policy to secure criminal history information as part of their volunteer screening process using the information provided above. By signing, I give the Boys & Girls Club of Lansing authorization to use the above information for the sole purpose of obtaining a criminal history file search. **It is the policy of BGCL that if you have a Felony on your record, you are not eligible to volunteer.**

Volunteer Placement - Due to the population we serve, BGCL reserves the right to deny any application for volunteering for any reason. **Do not use this form for court appointed community service. You must contact our Maintenance Supervisor at 517-394-0455 for availability.**

Dress Code - We ask that you dress appropriately for working in an office and with young children. Our primary objective is to have all employees and volunteers project a professional image while taking advantage of more casual and relaxed clothing. Please no provocative or inappropriate clothing and accessories, or anything that would reflect poorly on BGCL. Regardless of the item, it is essential to avoid wearing anything to volunteer that is worn, frayed, soiled/stained, see-through, excessively tight fitting, revealing, or inappropriate. When working directly with the children you are allowed to wear clean jeans and athletic shoes. For safety concerns, flip-flops and open toed shoes are not acceptable in the gym; you must wear closed non-marking athletic shoes.

Drug & Alcohol Free Campus - As required by Federal Law, the manufacture, distribution, possession or use of a controlled substance, other than by prescription of a health care worker licensed to prescribe the same is prohibited on the premises of all BGCL facilities or in any setting in which the volunteer is engaged in work-related duties under BGCL auspices. ***Volunteer policies are subject to change at any time without notice.**