

Please Print Neatly For Office Use

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



**BOYS & GIRLS CLUB  
OF LANSING**

Only: Staff Requesting: \_\_\_\_\_

Initials: \_\_\_\_\_

Accepted: Yes No

### GROUP VOLUNTEER APPLICATION

Do not use this form for court appointed community service. You must contact our Maintenance Supervisor at 517-394-0455 for availability.

Event Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Group Names: \_\_\_\_\_ Group Contacts Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Group (if applicable): \_\_\_\_\_

Has your organization volunteered in the past? Yes No If yes, list area volunteered and year: \_\_\_\_\_

Date (s) requested: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Maiden Name or Name Previously Used: \_\_\_\_\_

<b>Project desired (Check one):</b>	Special Event:	Other:
<b>Location of Interest</b>	Southside Location (Main)	Northside Extension (MMLA)

**\*Please indicate race with the following abbreviations:**

**Black: BLK White: WHI American Indian/ Alaskan: AIA Asian/Pacific Islander: API**

Volunteer Name (First, Last)	Race	Gender		Birthdate (M,D,Y) Month/Day/Year	Have you ever been convicted of a crime?		Signature
		Male	Female		YES	NO	

Background Check - 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.

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