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For Office Use Only:
Staff Requesting: _____
Date Completed: _____
Initials: _____
Accepted: Yes No

Volunteer Application Form

Name: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Occupation: _____ Name if Group (if applicable): _____

Have you volunteered with us before? [] Yes [] No If yes, list area volunteered and year: _____

I am a parent and I wish to visit my child while attending the Club [] Yes [] No

Previous Volunteer Experience: _____

Maiden Name or Name Previously Used: _____

Table with 3 columns: Area of Interest: Check One, Location of Interest, and checkboxes for Social Recreation, Education/Tutoring, Jackson Teen Zone, Leadership/Mentoring, Arts/Crafts, Sports/Fitness, Southside Location (Main), Northside Extension (MMLA).

BACKGROUND INFORMATION (Required)
RACE: (CHECK ONE)
[] American Indian/Alaskan
[] Asian/Pacific Islander
[] Black
[] White
[] Other _____
Gender: [] Male [] Female
Birth date: _____ / _____ / _____
Month Day Year
Have you ever been convicted of a crime? [] Yes [] No (misdemeanor or felony)
If yes, please explain: _____

Emergency Contact Information

Table with 2 columns: First Name, Last Name, Relationship, Phone Number.

Signature: _____ Date: _____

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.