To Our Valued Volunteer,

Thank you for your interest in becoming a volunteer with the Boys & Girls Clubs of Syracuse! Volunteers are critical to helping us fulfill our mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We look forward to learning more about you and strive to make the experience meaningful and rewarding for both you and the youth we serve.

The enclosed documents have been designed to assist us in matching your skills and areas of interest to our volunteer needs. You will first need to fill out the Volunteer Application. Also, in an effort to provide safe, high-quality services to the children in our care, we perform background checks on all staff and volunteers. As part of this process, you will be screened through a criminal history check, a child abuse and maltreatment registry, and sex offender registry. Additionally, we require our staff and volunteers, specifically those continuously working hands on with our youth, to become designated mandated reporters. We will determine if this will be a requirement for you. Once the background screenings are completed you will be contacted and placed at a desired location along with receiving a welcome packet.

We look forward to meeting your volunteer expectations and appreciate your patience throughout the screening process. In the meantime, if you have any additional questions, please contact Justine Miles the Clubs Administrative Manager at 315.579.1100.

Sincerely,

Patrick E. Driscoll
Executive Director
Volunteer Application

I am volunteering as: ____ an individual ___ a volunteer group

Date: _______________________ 
Name: _______________________
Group Name (if applicable) ___________________________
If group, how many volunteers? _________________
Contact Person ___________________________
Address: __________________________
City/State/Zip: ___________________________ Phone: ___________________________ Date of Birth: _________________ SS#: ___________________________
Cell: ___________________________ Email: ________________________________

Employer: ___________________________
Address: ___________________________ City/State/Zip: ___________________________ Phone: ___________________________
Emergency Contact: ___________________________ Telephone: ___________________________
Relationship: ___________________________

Where did you learn about our volunteer opportunities? ___________________________
Why are you (or group) interested in volunteering? _____________________________________

Volunteering for necessary educational credit? (Circle one) YES or NO
How many hours are you required to fulfill? _________________

Skills and Experience
Educational background: ___________________________
Hobbies, interests and skills: ___________________________
Any past/present volunteer experience: ___________________________

References (please include current employer)
1 Name: ___________________________ Telephone: ___________________________ Relationship: ___________________________
2 Name: ___________________________ Telephone: ___________________________ Relationship: ___________________________

Statement of Agreement
I am interested in serving as a volunteer. I will hold the Boys & Girls Clubs of Syracuse blameless if I am in any way injured during my work as a volunteer. As a volunteer applicant, I also understand that the Boys & Girls Clubs of Syracuse must conduct a criminal background check. I also give the Boys & Girls Clubs of Syracuse permission to contact listed references.

Applicant: ___________________________ Date: ___________________________
Signature of parent or guardian (if under 18): ___________________________
Check those areas for assignment where you have experience or interest.
Fundraising or Administration:
___ Answering/Making Phone Calls ___ Filing ___ Computer Programming ___ Auction ___ Mailings ___ Hoops for Hope ___ Clubhouse Classic ___ Marketing

Professional or Program:
___ Teen Programming ___ Computer Training ___ Sports Programs ___ Public Speaking ___ Prevention Programs ___ Fine Arts ___ Visual Arts ___ Mentoring ___ Tutoring ___ Photography ___ Game Room Activities ___ Teaching/

Maintenance:
___ Cleaning ___ Electrical ___ Painting ___ Lawn Maintenance ___ Heat & Air Maintenance

List any additional achievements, abilities or activities that you consider relevant to your request such as computer language or software programs, foreign language (proficiency in speaking and/or writing), etc.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Location Preference

Check those locations where you would like to work:
___ Admin Office ___ E Fayette Street Club ___ Hamilton Street Club ___ Shonnard Street Club ___ Central Village ___ No Preference

Availability:

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<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tr>
<td>Time Available</td>
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What kind of minimum time commitment are you willing to make?

_____ One time _____ Weekly for Two Months

_____ Weekly for One Year _____ Other Time Commitment

Note: Volunteers are not permitted to start at a site until the background check is processed and cleared
Background Check VOLUNTEER Information

VOLUNTEER NAME: ____________________________

First ____________________________ Last ____________________________ Middle ____________________________

CURRENT ADDRESS: ____________________________

__________________________________________

__________________________________________

DATE OF BIRTH: ____________________________

SOCIAL SECURITY #: ____________________________
In accordance with applicable federal and state laws, including the Fair Credit Reporting Act (15 U.S.C.A. §§ 1681, et seq.), and the social services law, you are hereby notified that in connection with and in order to better evaluate your application for employment, volunteer service or employment status, reports may be obtained which will provide applicable information concerning your criminal history, sex offender and child abuse registry status, character, general reputation, personal characteristics, or mode of living. On request, you will be informed if such reports have been requested, and the name and address of the agency furnishing such reports, if any.

AUTHORIZATION TO OBTAIN CONSUMER REPORT

I, ____________________________, pursuant to applicable federal and state laws such as the Fair Credit Reporting Act, 15 U.S.C.A. §§ 1681b(b)(2)(A)(ii), and the social services law, hereby authorize Boys & Girls Clubs of Syracuse and/or its representatives, to obtain reports pertaining to my background, including national Sex Offender Registry, Local and Statewide Criminal History and Social Security Trace/Verification, for employment or volunteer purposes. Additionally, I understand that reports on my character, general reputation, personal characteristics, or mode of living will be obtained in order to evaluate my opportunities for continued or prospective volunteer placement or employment.

I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.

I understand that this information will remain confidential and will be utilized for employment purposes only.

______________________________  ____________________________
Signature of Employee/Applicant    Social Security Number

______________________________
Date