



## **VOLUNTEER PROGRAM**

There are many different reasons why people volunteer. Some are interested in working with youth as a profession or are in the middle of their careers and desire to bring a new dimension to their lives. Others choose to give of their time and share their wealth of experience, enriching the lives of those they serve.

Whatever the reason for volunteering, everyone receives personal benefits from their work. There is a great deal of satisfaction that comes from being involved in the lives of others as well as positive psychological advantages. Personal maturity is developed by meeting and interacting with Club members, staff and volunteers.

Everyone connected with Clubs work together as a team to provide a positive place for kids. The needs of the Club members are a priority for all that work here. Together, we can make a difference. As volunteers we hope that you sharpen your skills and enhance your talents during your involvement with the Club and its members.

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## **VOLUNTEER REQUIREMENTS**

The Boys & Girls Clubs of the Columbia Basin greatly appreciates volunteers and all they have to offer. To make the volunteer experience a positive one for staff, Club members and the volunteers, we ask that you do not just show up expecting to volunteer at that moment! The Club Director's have their daily programs determined and scheduled well in advance, and they do not have the time to stop and run the background check and assign tasks during the program hours.

### **Criminal History Check**

All potential volunteers and staff of the Boys & Girls Clubs of the Columbia Basin, who have direct contact with the children, will be required to authorize a criminal history check. The Club will incur all expenses of the background check. The results of the inquiry are reviewed and must fall within certain perimeters before the acceptance as a volunteer. Please fill out the one page authorization form and return to the Unit Director. (All information retrieved through the background check is kept confidential.)

### **Dress Code**

Like employees, volunteers are expected to maintain a high standard of personal cleanliness and present a neat, professional appearance at all times. The image the Club projects must demonstrate that it is a professional, productive, thorough and reliable provider of service in the youth development area. A volunteer's dress and grooming should be appropriate to the work situation, i.e. athletic shoes vs. high heeled dress shoes, no gang related clothing, etc. (Volunteers reporting to work improperly dressed may be sent home to change clothing)

### **Drug-Free Workplace**

The Club strives to maintain a drug-free environment. The possession, use or distribution of illegal drugs and/or alcohol is prohibited within our workplace environment. All volunteer staff is prohibited from entering the workplace under the influence of illegal substances and/or alcohol. All volunteers & staff are required to inform appropriate supervisors of policy violations. Volunteers violating this policy will be subject to dismissal.

### **Personal Belongings**

The Club cannot be responsible for the loss of personal funds or belongings, nor is it covered by insurance for such loss. Therefore, it is the responsibility of each volunteer to adequately safeguard personal belongings.

### **Recording of Hours**

Volunteers are required to sign in and out each time they come for service. The information will be transferred and signed off by the Unit Director, on time sheets provided by the volunteers, i.e. court records, etc.

### **Court Ordered Hours**

There are a very limited number of hours available for court ordered community service. Please note that some criminal charges will disqualify you for volunteer service at the Boys & Girls Clubs of the Columbia Basin.

Court ordered community service will *not* involve working directly with Club members and must be scheduled *outside* of Club program hours. Duties typically include, light maintenance, janitorial, painting, etc. The Club location, service dates & hours, and duties assigned for this type of service are at the Club's discretion.

The Volunteer form must be completed and *approved* prior to the scheduling of community service hours by the Unit Director. Once the hours have been put on the schedule it is your responsibility to arrive at the agreed dates and time. If you are unable to come, you must call in the day before and notify the Unit Director. Failure to follow through with assigned tasks or giving advance notice of absence will result in dismissal and loss of any further scheduled hours and your parole officer will be notified.

### **School Requirement & General Volunteers**

It is crucial that volunteers needing a large number of hours (i.e. Senior Projects-Key Club, etc) get the volunteer form filled out and hours scheduled as soon as they are assigned at school. At any given time, the Club can only accommodate a limited numbers of volunteers so don't wait to the last minute! (Willingness does not guarantee we can accommodate you!)

Once you have been approved and your volunteer hours put on the schedule, it is your responsibility to arrive at the agreed dates and time. If you are unable to come, you must call in the day before and notify the Unit Director ensuring enough time for them to move staff or plan for a new activity, if necessary. Failure to call in, no shows, not following through on your project or assigned tasks, will result in dismissal and loss of any further scheduled hours and your class instructor will be notified.

During the time of your volunteer service you are representing your school, the Boys & Girls Clubs of the Columbia Basin and most importantly, *yourself!!* We encourage you to be the best example you can be, you will have lots of little eyes looking up to you!

# The Positive Place for Kids



**BOYS & GIRLS CLUBS**  
OF THE COLUMBIA BASIN

# Volunteer Request

Filling out this form does not guarantee that we will have volunteer hours available. You will be notified within 48 hours of turning this form in-as to approval or disapproval.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

PH: \_\_\_\_\_ E-Mail: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

## TYPE OF VOLUNTEER SERVICE

### Court Ordered

Criminal Charge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Hours Needed: \_\_\_\_\_

Due Date of Hours: \_\_/\_\_/\_\_

Circle days you are available: M T W TH F

Time you are available: \_\_\_\_\_

Parole Officer's Name & Ph: \_\_\_\_\_

PH: \_\_\_\_\_

### School Requirement

Class/School Club: \_\_\_\_\_

Class Instructor: \_\_\_\_\_ PH: \_\_\_\_\_

# Hours Needed: \_\_\_\_\_ Due Date of Hours: \_\_/\_\_/\_\_

Circle days you are available: M T W TH F

Time your available for service: \_\_\_\_\_

Senior Project: \_\_\_Yes \_\_\_No If answer is yes, briefly

describe the project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### General Volunteer

Circle days you would like to volunteer:  
M T W TH F

Time frame you would like to volunteer:  
\_\_\_\_\_ (example, 4:00-5:00)

If you have a specific hobby or project you would like to share, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_