



BOYS & GIRLS CLUBS OF THE CEDAR VALLEY

Boys & Girls Clubs of the Cedar Valley
515 Lime Street
Waterloo, IA 50703
P|319-234-2839
F|319-235-5656
www.cedarvalleyclubs.org

Administrative Use:
Background Check: _____
Start Date: _____
Area: _____

VOLUNTEER APPLICATION

Name: _____ Social Security #: _____ Date of birth: _____

Address: _____
(Street) (City/State) (Zip)

Contact phone #: _____ Email: _____

Best way to reach you: Phone Call Email

Gender: M F Race: African American Asian American Caucasian Hispanic Multi-Racial Native American

Emergency Contact: _____ Phone #: _____

Are you seeking to volunteer in order to satisfy court-ordered community service? Yes No

SKILLS AND EXPERIENCE

What is your educational background?	
What is your occupation?	
What hobbies, interests and activities do you enjoy?	
Do you have any past volunteer experience?	

How would you like to be recognized by the Boys and Girls Clubs for your volunteering experience? (Mark all that apply):

- Thank-You Card
- Verbal Thank-You
- Phone Call
- Recognition Dinner/Banquet
- Nothing
- Other: _____

This section will help determine what volunteer activities you might like to participate in. Please check all areas that interest you.

- Tutoring
- Sports
- Music
- Arts & Crafts
- Listening/Helping Children Read
- Assisting with Fundraising
- Acting as a Mentor for a Club Member
- Assisting with Office & Clerical Work
- Coaching
- Computers
- Play Board Games
- Leading a Recreational Activity
- Leading a Discussion Group
- Chaperoning a Field Trip
- Other _____

LOCATION PREFERENCE (Please check corresponding box)- Please note we will try to accommodate this request but we will put volunteers at site based on need.

Waterloo Monday – Friday 3:30 PM – 7:00 PM (515 Lime Street, Waterloo)	
Evansdale Monday – Friday 3:45 PM – 6:00 PM (3574 Lafayette Road, Evansdale)	
Holmes Junior High School Monday – Thursday 3:00 PM – 5:00 PM *Wednesdays 3:00 PM – 4:15 PM (505 Holmes Drive, Cedar Falls)	
Sacred Heart Church Monday-Friday 3:30 PM – 6:30 PM (627 West 4 th Street, Waterloo)	
Highland Elementary Monday – Friday 3:45 PM – 6:30 PM (812 Idaho St, Waterloo)	

AVAILABILITY – Available Start Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIMES AVAILABLE					

COMMITMENT

Please select the week **AND** month commitment you can make.

1-2 times a week 3-5 times week One Time
 1-3 months 3-9 months 9-12 months

Would you like us to notify your employer/School of your volunteer services? YES NO

Current Employer/School: _____ Supervisor: _____

Address: _____ Phone: _____

Please list two people who know you well and can attest to your character, skill and dependability.

Name: _____ Phone: _____

Years Known: _____ Occupation: _____

Name: _____ Phone: _____

Years Known: _____ Occupation: _____

ADDITIONAL INFORMATION (Please explain any “yes” answers)

Do you currently use illegal drugs?	
Have you ever been convicted of a criminal offense?	
Have you ever been convicted of child abuse or neglect or is there a pending criminal charge against you for child abuse or neglect?	
Has your driver’s license been suspended or revoked?	
Are there any other facts of circumstances involving you or your background that would call into question your being entrusted with supervision, guidance and care of young people?	

Volunteer/Mentor Guidelines and Agreement

As a volunteer, I agree to:

1. Interact with the Club Members the whole time I am volunteering at the Boys & Girls Club. This may include some physical activity, as well as a variety of other Club activities. Please let the Director of Volunteers know of any concerns or limitations you may have.
2. Check-in and check-out at the volunteer information desk every time I volunteer.
3. Wear clothing that is appropriate and comfortable. Make sure my clothing isn't offensive, distracting, or revealing.
4. Not lift, pick up, or carry any child while I am volunteering at the Boys & Girls Club.
5. Reinforce all of the Boys & Girls Club rules and announcements made by Club staff.
6. Help all staff lead Boys & Girls Club members.
7. Keep my cell phone in a safe place where it won't distract me from interacting with the kids.

As a mentor, I agree to:

1. Work on homework with my mentee before having free time. I understand that homework is a main priority when interacting with my mentee.
2. Come see my mentee at least once a week for an hour. I agree to come every week. If I need to miss a week, I agree to reschedule our meeting time for a day that better fits in my schedule.
3. Only meet with my mentee one-on-one. I agree to not allow friends or other Club members to meet with my mentee and I. I understand that this mentor/mentee relationship is a one-on-one interaction.
4. Stay in the Boys & Girls Club building while I am mentoring my mentee. I agree to not leave the premises during my time spent with my mentee at the Boys & Girls Club.
5. Not have a relationship outside of the Boys & Girls Club. I agree to only visit my mentee at the Boys & Girls Club. I will not transport my mentee outside of the Boys & Girls Club.
6. Clean up all messes my mentee and I make while at the Boys & Girls Club. I agree to ensure my mentee helps me clean up whatever mess we make, wherever it may be in the building.

By signing this volunteer agreement, I agree and understand to all of the above statements. If I don't understand something, I will contact the Director of Volunteers and discuss it in further depth with her.

Volunteer Name Printed: _____

Volunteer Name Signed: _____

Date: _____

BACKGROUND INVESTIGATION CONSENT (APPLICANT MUST FILL OUT)

I, _____ hereby authorize Boys & Girls Clubs of the Cedar Valley and/ or its agents to
FIRST NAME LAST NAME
to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualification for employment now and, if applicable, during the tenure of my employment with the Boys & Girls Club

I release Boys & Girls Clubs of Black Hawk County and its agents and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the about referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (printed) First Middle Last

Maiden Name or Other Names Used

Present Address

How Long?

City/ State/ Zip Code

*Date of Birth

Social Security #

Drivers License #

State of License

Signature

Date

*NOTE: The above information is required for identification purpose. The Boys & Girls Clubs of the Cedar Valley is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap, or National Origin.

Administrative Use Only:

Personal References check: _____

Date: _____

Date of initial background check: _____

Date of follow up: _____

Volunteer Approved: _____ **Declined:** _____

Reason: _____

Signature: _____

Date: _____

All of the Boys & Girls Club staff appreciates all of your time and efforts to help the youth we serve. THANK YOU! ☺

Volunteer Application Questions? Contact our Volunteer Coordinator
erin@cedarvalleyclubs.org