



**BOYS & GIRLS CLUBS**  
OF TUCSON

## **ADULT VOLUNTEER APPLICATION**

Dear Friend of the Boys & Girls Clubs of Tucson:

We are delighted to know that you are interested in sharing your valuable time with the Boys & Girls Clubs of Tucson!

Volunteers are invaluable assets to the Boys & Girls Clubs as they bring new skills and talents to the Club, which can provide our members with a wider variety of learning experiences.

The volunteer process is as follows:

1.) **Complete a Volunteer Application Packet, which consists of:**

- a. Volunteer Application – with copy of photo ID**
- b. BGCT Release and Authorization**
- c. Consumer Report Release and Authorization (\$25.00 cost for search in the United States)**
- d. Confidentiality Statement**
- e. Provide at least three non-related references with reliable contact information**
- f. Reminder – please indicate which clubhouse location(s) you prefer**

2.) Return your completed Volunteer Application Packet to the Volunteer Coordinator at the Administrative Offices at 3155 E. Grant Road.

3.) After a review of your application you will be contacted for a screening with the Director of Human Resources and/or Volunteer Coordinator to discuss your interests, qualifications, and opportunities that are available at the clubs.

4.) Candidates who have satisfactorily completed the application packet, background check and reference check will be scheduled to meet with the clubhouse director as the final step in the process. **\*STOP HERE - If you are under 18 years old or completing an INTERNSHIP please contact the Director of HR for an INTERNSHIP APPLICATION. If UNDER 18 years old, please contact our clubhouse(s) directly.**

### **Special Note**

*Orientations are held on the 1<sup>st</sup> Friday of the month at 3:00 p.m. at the Administrative Offices at the Harold Ashton Resource Center located at 3155 E. Grant Road, 2<sup>nd</sup> floor.*

**\*ALL volunteers must be approved before starting their volunteer schedule in the club.**

We look forward to your participation. On behalf of over 8,000 members in Tucson, **thanks!**

Sincerely,

Human Resources Department



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# ADULT VOLUNTEER APPLICATION

PLEASE RETURN COMPLETED APPLICATIONS TO:

• ADMINISTRATIVE OFFICE: 3155 E. GRANT ROAD • TUCSON, AZ 85716 • MAILING ADDRESS: PO BOX 40217 • TUCSON, AZ 85717 • T: 520.573.3533 • F: 520.573.3569

(Please Print)

**Name:** \_\_\_\_\_ **Phone (Home):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone (Cell):** \_\_\_\_\_

**City:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Are you at least 18 years of age:**  Yes  No – STOP

### At which location would you like to volunteer?

- Pascua Yaqui (Calle Torim)       Roy Drachman (12<sup>th</sup> & Valencia)       Steve Daru (Speedway & Silverbell)
- Holmes Tuttle (36<sup>th</sup> & Kino)       Jim & Vicki Click (29<sup>th</sup> & Columbus)       Frank & Edith Morton (Grant & Country Club)
- Administration Office (Grant & Country Club)

### Are you interested in participating as a long- or limited-term weekly volunteer? Long-term Limited-term

What area(s) of programming interest you most?

- Homework Help       Games Room and Gym Help       Arts & Crafts / Music       Computer Room       Other \_\_\_\_\_
- Front Desk Help       One-on-one Tutoring\*       Teen Coordinator       Mentoring       Coaching \_\_\_\_\_

#### \*Tutor Volunteers Only

Years of schooling completed since high school? \_\_\_\_\_ List your major and/or minor areas of study in college: \_\_\_\_\_ / \_\_\_\_\_

Subject areas you feel VERY comfortable teaching: \_\_\_\_\_ Not so comfortable: \_\_\_\_\_

List age/grade you prefer to teach: \_\_\_\_\_

Any additional information you feel would be helpful for club staff: \_\_\_\_\_

### Please fill in the days and times that you are available to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday
Times					

Total number of hours each week you are available to volunteer: \_\_\_\_\_

Estimated length of commitment (e.g. 3 months, 6 months, indefinitely, etc.): \_\_\_\_\_

What date are you available to begin? \_\_\_\_\_

#### Will your volunteer time fulfill:

- Court Assignment**       **School Requirement**      School Name: \_\_\_\_\_  
     ❖ Copy of assignment required.      Address: \_\_\_\_\_      Number of Hours: \_\_\_\_\_
- Community Service**       **Other**       **Corporate / Community Program**  
     ❖ Number of Hours: \_\_\_\_\_      Please specify: \_\_\_\_\_      Please specify: \_\_\_\_\_

When do your hours need to be completed by? \_\_\_\_\_



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Have you ever been EMPLOYED with us before?	Yes	No
If yes, when?	Which location?	
Have you ever VOLUNTEERED with us before?	Yes	No
If yes, date(s) & clubhouse:		

List any special skills, areas of knowledge and/or experience (including non-English languages):

\_\_\_\_\_

\_\_\_\_\_

Do you have any physical limitations? Yes  No

If yes, explain: \_\_\_\_\_

What is your current occupation? \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about volunteer opportunities at the Boys & Girls Clubs of Tucson?

Are you a former member of a Boys & Girls Club?  Yes  No

If yes, what was the name and location of the club?

What size t-shirt do you wear?  Small  Medium  Large  XL  2XL

REFERENCES			
Complete information for at least three references. Professional references are preferred.			
Name	Kind of Reference (Personal or Professional)	E-mail	Phone Number (REQUIRED)

Have you any criminal or traffic convictions currently or within the last 3 years?  Yes  No

If yes, please explain on separate sheet of paper.

**NOTE:** Providing the following information is strictly voluntary and confidential. It allows us to better assess our community outreach and is not used in any manner to make decisions or judgments regarding a prospective volunteer.

Gender:  Female  Male

Race/Ethnicity:

- Asian/Pacific Islander
- African American
- Native American
- Hispanic/Latino
- Multi-Racial
- Caucasian
- Other \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**BGCT RELEASE & AUTHORIZATION**

Name (please print): \_\_\_\_\_

I hereby authorize Boys & Girls Clubs of Tucson (BGCT) and/or its agents 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 this Volunteer Application. I authorize BGCT to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions, and BGCT and/or its agents from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for volunteering with BGCT.

I understand that volunteering is contingent upon receipt of a satisfactory criminal background report and reference check. I understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCT.

I understand that background checks will be conducted on all current volunteers at the time of service and every two years. Consent to conduct these routine checks is a condition of volunteer service.

It is my desire to further the work of BGCT by performing services as a volunteer and I understand that I undertake these services as a volunteer without compensation. I acknowledge that I am not acting as an employee of BGCT and I am not covered under BGCT's Workers' Compensation plan. I hereby release BGCT, its employees, officers, volunteers, and agents from any and all claims, demands, rights, and causes of action that may arise from my volunteer work with BGCT.

I agree that all personal possessions/property are my own responsibility and that BGCT will not be held liable for any damage, loss or theft.

I understand that I may be required to submit a sample for drug testing during a random check, for reasonable suspicion and post-accident.

I hereby acknowledge that I have read, understand and agree to the preceding statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**CONFIDENTIALITY STATEMENT**

I shall respect the privacy concerns of the members that we serve and their families. I shall hold in confidence all information obtained in the course of professional service, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual's confidences to anyone, except: 1) As mandated by law; 2) To prevent a clear and immediate danger to a person or persons; and/or 3) If I am compelled to do so by a court or pursuant to the rules of a court

I shall store or dispose of professional records in ways that maintain confidentiality. I shall possess a professional attitude, which upholds confidentiality toward the people we serve, colleagues, applicants and any sensitive situations arising within the organization. I, upon my separation, shall maintain youth and co-worker confidentiality and I shall hold confidential any information about sensitive situations within this organization. I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

**My signature below certifies that I will comply fully with the confidentiality statement as stated above and all statements and information submitted on this application are true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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CONSUMER REPORT/INVESTIGATIVE CONSUMER REPORT DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION
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I authorize Boy's & Girl's Clubs of Tucson and Risk Assessment Group, Inc., a consumer-reporting agency, to retrieve information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state or county level, relating to my past activities, to supply any and all information concerning my background. The information received may include, but is not limited to academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand that this information may be transmitted electronically and authorize such transmission.

**If currently employed: My employer may be contacted,**

**YES**  
 **NO**

**N/A**  **Post Hire Only** \_\_\_\_\_ **Applicant's Initials**

I understand that a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics and/or mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand that I have the right to inspect those files with reasonable notice during regular business hours and that I may be accompanied by one other person. The consumer-reporting agency is required to provide someone to explain the contents of my file. I understand that proper identification will be required and that I should direct my request to: Risk Assessment Group, LLC, P.O. Box 27443, Tempe, Arizona 85285. Phone 866-777-1114.

**Are you applying for employment in the State of California?**  **Yes**  **No**

**If you are applying for employment in the State of California please note that a new Disclosure and Release of Information Authorization is required for any subsequent Consumer Report/Investigative Consumer Report.**

**Are you applying for employment in California, Minnesota or Oklahoma?**  **Yes**  **No**

**If so, would you like a copy of any Consumer Report prepared for you?**  **Yes**  **No**

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment has been made. *I am willing that a photocopy of this authorization be acceptable with the same authority as the original; and that if employed by the above named company (except if employed in the state of California), this authorization will remain in effect throughout such employment.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personal Telephone Contact Number

\_\_\_\_\_  
Email Address

NOTE: The following information is needed to conduct a background investigation and IS NOT considered as part of your application. It is used only for identification purposes in verifying information on your Employment Application. **PLEASE PRINT CLEARLY.**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

Please list all aka's including maiden names \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of License

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Date of Birth

Last School Graduated From \_\_\_\_\_ Campus \_\_\_\_\_

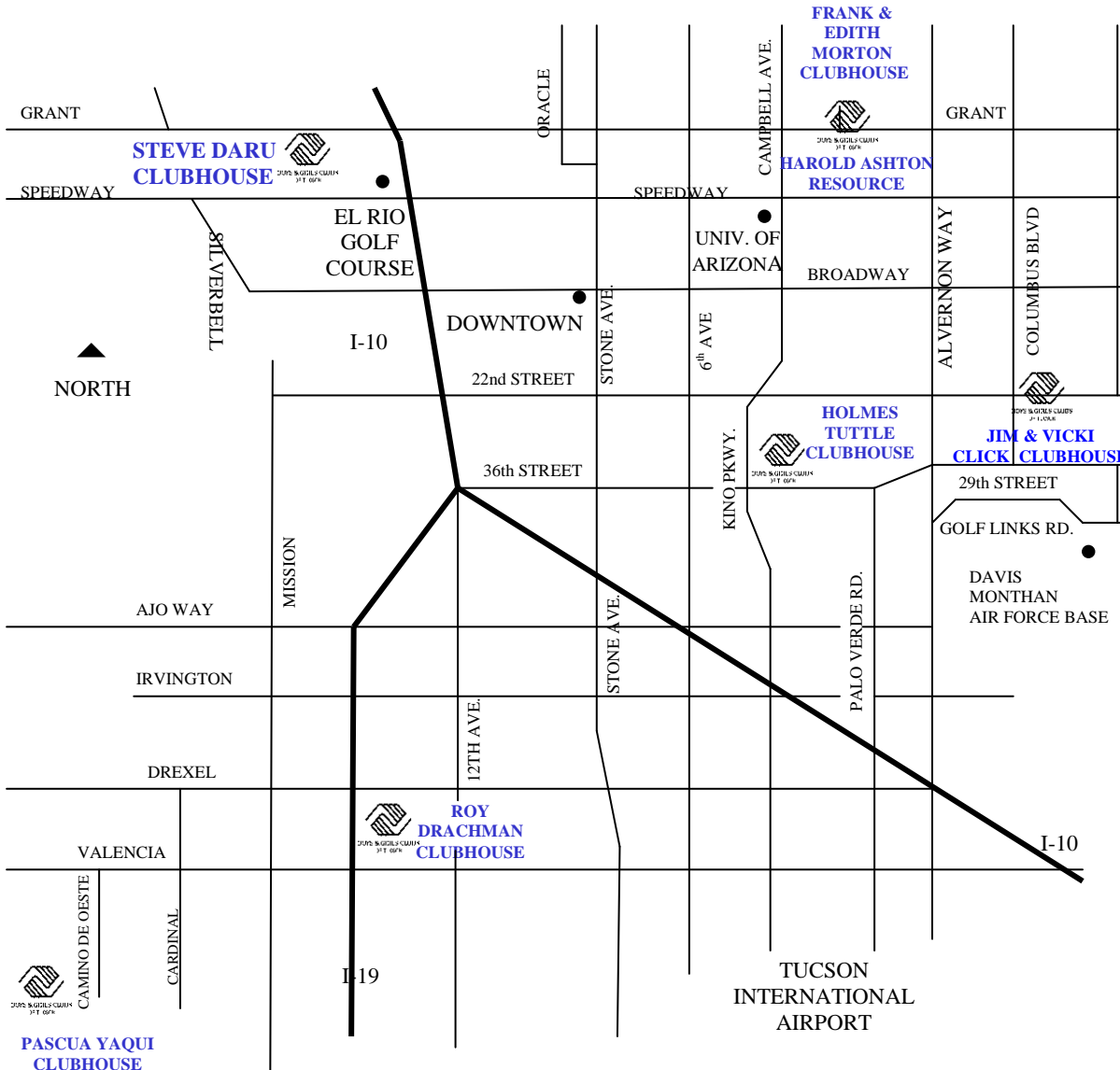
Year of Graduation \_\_\_\_\_ Degree \_\_\_\_\_

[www.riskassessmentgroup.com](http://www.riskassessmentgroup.com)



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## CLUBHOUSE LOCATIONS



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### Administrative Offices

Harold Ashton Resource Center  
P.O. Box 40217  
Tucson, AZ 85717  
520-573-3533

### Frank & Edith Morton Clubhouse

Doolen Middle School  
3155 E. Grant Road  
520-325-8400

### Steve Daru Clubhouse

Joaquin Murrieta Park  
1375 N. El Rio Dr.  
520-792-0331

### Holmes Tuttle Clubhouse

Pueblo Gardens Park  
2585 E. 36th St.  
520-622-0694

### Roy Drachman Clubhouse

Mission Park  
5901 S. Santa Clara  
520-741-9947

### Pascua Yaqui Clubhouse

Torim Park  
5010 W. Calle Torim  
520-883-8172

### Jim & Vicki Click Clubhouse

Roberts Elementary School  
1935 S. Columbus Blvd  
520-300-5715