



BOYS & GIRLS CLUBS
OF THE BIG BEND

Great Futures Start Here.

Volunteer Application

Please complete this paper version of our application. Our online version should be updated soon.

Thank you for your interest in volunteering with us! Please type or write neatly to complete this application. Fields marked with an asterisk (*) are required. If we receive an application with any required field not completed, we may not contact you for an interview. The Affidavit of Good Moral Character MUST be notarized before submission. Please note that while we try to get everyone scheduled for volunteer service as soon as possible, it may take up to two weeks to schedule your first day of volunteer service.

Group: _____ Number of Group Members: _____
*Last Name: _____ *First Name: _____ *Middle Name: _____
*Date of Birth (mm/dd/yyyy): _____ *Gender: _____

This volunteer service is for...

Course-required hours: Number of Hours _____ Deadline _____ School: _____ Course: _____
Court-required hours: Number of Hours _____ Deadline _____ Offense: _____

Contact Information

Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip: _____
*Email Address: _____
Home Phone: _____ Fax: _____
Cell phone: _____
*Emergency contact (name) : _____
Emergency contact (relationship) : _____
*Emergency contact (phone) : _____
Emergency contact (email) : _____

Demographics

Race: ☐ Asian/Pacific Islander ☐ Black/African American
☐ Native American ☐ White
Other (specify) : _____
Ethnicity: ☐ Latino/Hispanic ☐ Not Latino/Hispanic
Education: _____
Citizenship: _____
Immigration Status: ☐ US Citizen
☐ Permanent resident
☐ Working Visa
☐ Student Visa
☐ Family Visa
☐ Refugee
☐ Other
☐ Prefer not to say

Other Information

Employer: _____
Occupation/Position: _____

*Desired Club Location(s) (Addresses of Club locations can be found at www.bgcbb.org/club-locations/):

- ☐ Carrie Wilson Miccosukee Boys & Girls Club
☐ Jcxpc" Boys"& Girls Club
☐ Sunrise Site

- ☐ Chattahoochee Boys & Girls Club
- ☐ Nims Middle School Site
- ☐ Quincy Boys & Girls Club
- ☐ Oak Ridge Elementary School Site

***Desired Position**

- ☐ High School Visitor
- ☐ Club Visitor
- ☐ Club Helper
- ☐ Club Intern
- ☐ Mentor
- ☐ Marketing Intern

Years of Experience in desired field: _____

Certificates/Licenses: _____

Hobbies: _____

Marital Status: ☐ Single ☐ Married/Divorced ☐ Widow(er) ☐ Prefer not to say

Religion (optional): _____

Congregation Affiliation (optional): _____

***Availability:** Monday: _____
 Tuesday: _____
 Wednesday: _____
 Thursday: _____
 Friday: _____

***Orientation Questions (If you are applying as a group, select answer E for all questions.)**

1. What is the Boys & Girls Clubs of the Big Bend's slogan?
 - ☐ a. Positive Place for Kids
 - ☐ b. Great Futures Start Here
 - ☐ c. Be Great!
 - ☐ d. Everyone has potential
 - ☐ e. I am applying on behalf of a group and will receive an in-person orientation.
2. What are the three priority outcomes of the Boys & Girls Clubs of the Big Bend?
 - ☐ a. Academic Success, Leadership, Arts Education
 - ☐ b. Career and Academics, Sports and Fitness, Leadership
 - ☐ c. Academic Success, Good Character & Citizenship, Healthy Lifestyles
 - ☐ d. Healthy Lifestyles, Leadership, Sports and Fitness
 - ☐ e. I am applying on behalf of a group and will receive an in-person orientation.
3. What type of medical treatment are we allowed to give Club members?
 - ☐ a. Children's Tylenol for headaches
 - ☐ b. Vitamins as part of the daily healthy snack
 - ☐ c. Insulin injections for diabetic Club members
 - ☐ d. Ice packs and bandages
 - ☐ e. I am applying on behalf of a group and will receive an in-person orientation.
4. What should you do if you suspect a Club member is being abused?
 - ☐ a. Call the Department of Children and Families
 - ☐ b. Report the suspected abuse to the Club Director immediately
 - ☐ c. Report the suspected abuse to the volunteer coordinator ASAP
 - ☐ d. Both B and C
 - ☐ e. I am applying on behalf of a group and will receive an in-person orientation.
5. What type of information are we allowed to share with outside entities?
 - ☐ a. School work and behavior records
 - ☐ b. Health concerns
 - ☐ c. Personal backgrounds and family situations
 - ☐ d. None. All information within a Club member's record is strictly confidential.

- ☐ e. I am applying on behalf of a group and will receive an in-person orientation.
6. Which of the following outfits is acceptable to wear while volunteering?
- ☐ a. Skirt, tank top, flip flops, headband
- ☐ b. Jeans, sneakers, t-shirt, baseball cap
- ☐ c. Jeans, tank top, flats, sweater, headband
- ☐ d. Shorts (knee-length), long-sleeved shirt, sneakers, bandana
- ☐ e. I am applying on behalf of a group and will receive an in-person orientation.
7. What is the first thing you should do when you come in to volunteer?
- ☐ a. Sign in
- ☐ b. Go to a classroom to start helping
- ☐ c. Check into the Boys & Girls Clubs on Facebook
- ☐ d. Give out candy
- ☐ e. I am applying on behalf of a group and will receive an in-person orientation.
8. True/False. My volunteer hours can be tracked even if I don't sign out.
- ☐ a. True
- ☐ b. False
- ☐ e. I am applying on behalf of a group and will receive an in-person orientation.

Read the following statements and check next to each item to indicate that you have read and agree to the terms outline below:

***As a volunteer at the Boys & Girls Clubs of the Big Bend, I (or the individuals in my group) agree to:**

- ☐ Carry out the mission of BGCBB.
- ☐ Represent BGCBB in a positive manner while both on and off Club grounds.
- ☐ Be friendly, courteous and helpful to Club members, staff and others.
- ☐ Work a pre-determined program or activity and schedule for a pre-determined period of time or a minimum of one semester, negotiated with Club Director and/or Volunteer Coordinator.
- ☐ Be prompt and consistent in volunteer assignment.
- ☐ Provide advance notice of any change in schedule, whether long-term or short-term.
- An example of a long-term change includes change in class or work schedule (overall availability).*
- An example of a short-term change includes an illness, a vacation or another need for temporary time off.*
- ☐ Care for Club members in a manner consistent with the safety rules and regulations in the Volunteer Manual, posted on the Boys & Girls Clubs website.
- ☐ Be aware of signs of abuse from our Club members.
- *ALL concerns, no matter how minor or seemingly insignificant, MUST be reported to the Club Director IMMEDIATELY.*
- ☐ Inform the Club Director and/or Volunteer Coordinator of any issues or concerns with Club members, staff or other volunteers.
- ☐ Inform the Club Director and/or Volunteer Coordinator about any ideas to better serve the youth of our Club.
- ☐ Understand that irregular attendance, insufficient performance or a lack of cooperation with Club Staff is unacceptable and is grounds for disciplinary action up to and including termination.
- ☐ Utilize time effectively while volunteering.
- ☐ Understand that I must renew my service contract with the Boys & Girls Clubs at the end of each term of service to continue volunteering.
- ☐ Complete the volunteer program evaluation at www.bgcbb.org at the end of each term of service.

***I understand that the Boys & Girls Clubs of the Big Bend agrees to:**

- ☐ Respect the function of the volunteer and his/her responsibilities.
- ☐ Contribute to a smooth working relationship with volunteers.
- ☐ Assist in problem solving between Volunteer and any Club Staff or other volunteers.
- ☐ Ensure that program supplies and necessary support are available to volunteers.

***Confidentiality Statement:** As a volunteer of Boys & Girls Clubs of the Big Bend, I do hereby certify that I will respect the confidentiality rights of every child, employee and volunteer of Boys & Girls Clubs of the Big Bend. I understand that the confidentiality of personal information of each child, employee and volunteer of the

Boys & Girls Clubs of the Big Bend is strictly maintained to protect the privacy rights of that individual. I pledge that I will not discuss or otherwise communicate any form of information concerning any child, employee or volunteer with unauthorized individuals.

- ☐ By submitting this application, I acknowledge that I understand that failure to abide by these confidentiality requirements is grounds for disciplinary action up to and including termination from volunteer service.

***Liability Waiver:** As a volunteer of Boys & Girls Clubs of the Big Bend, I do hereby understand that injuries, ranging from minor and major, may occur during my volunteer service. I understand that safety precautions are put in place to protect me and those around me. I also understand that despite these precautions, accidents do occur occasionally. I agree to follow all safety rules and regulations and to follow directions provided by Club Staff in the event of an emergency. I release the Boys & Girls Clubs of the Big Bend from any liability of injuries that occur during my volunteer serve.

- ☐ By submitting this application, I acknowledge that I understand that acting in an unsafe manner is grounds for disciplinary action up to and including termination from volunteer service.

***Volunteer Manual Receipt:** I acknowledge that I have read through the Volunteer Manual posted on the Boys & Girls Clubs of the Big Bend website (www.bgcbb.org/make-a-difference/volunteer/) and that I have downloaded and reviewed the Online Orientation. I fully understand the policies, procedures, guidelines and statements within the Volunteer Manual. I agree to abide by everything outlined in the Volunteer Manual.

- ☐ By submitting this application, I acknowledge that I understand that acting in a manner that is not in accordance with the mission of the Boys & Girls Clubs of the Big Bend or with the contents of the Volunteer Manual is grounds for disciplinary action up to and including termination from volunteer service.

***Media Release:** I, along with all members of my volunteer group, grant permission to the Boys & Girls Clubs of the Big Bend to use my image, voice and/or likeness in any and all promotional materials related to Club activities.

- ☐ By submitting this application, I, along with all members of my volunteer group, agree to not hold the Boys & Girls Clubs of the Big Bend accountable for any consequences or damages that may come to me from my image, voice and/or likeness being used in the public sphere.

***Criminal History Policy:** Any potential volunteer convicted of a felony or a misdemeanor involving child endangerment, sexual deviance or violence, is not eligible to become a volunteer. Any volunteer candidate convicted of a misdemeanor directly related to the volunteer duties is not eligible to volunteer with the Boys & Girls Clubs of the Big Bend. Candidates convicted of any other misdemeanors that occurred within seven (7) years of the volunteer application date could be an eligible volunteer at the discretion of the Volunteer Coordinator. All other candidates are fully eligible volunteers without bias.

- ☐ By submitting this application, I affirm that I have never been convicted of any felony and/or misdemeanor involving child endangerment, sexual deviance, or violence.
- ☐ By submitting this application, I affirm that I have never been convicted of any misdemeanor directly related to the responsibilities of the volunteer position for which I am applying.
- ☐ By submitting this application, I agree to inform the Volunteer Coordinator of any record(s) that may show up on my background check before the background check is run. I understand that if I do not inform the Volunteer Coordinator of any record(s) that show up on my background check, I agree to pay the additional costs that will be charged to the Boys & Girls Clubs of the Big Bend for accessing those records.
- ☐ I affirm that all the above information is true and that the Orientation Questions are answered to the best of my ability.

Signature _____

Date _____



AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of _____

Before me this day personally appeared _____ who, being duly
(Applicant's/Employee's Name)
sworn, deposes and says:

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with _____, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by the Florida Statutes and rules, in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

Section 393.135	sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
Section 394.4593	sexual misconduct with certain mental health patients and reporting of such sexual misconduct
Section 415.111	adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
Section 741.28	criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
Section 782.04	murder
Section 782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
Section 782.071	vehicular homicide
Section 782.09	killing an unborn quick child by injury to the mother
Chapter 784	assault, battery, and culpable negligence, if the offense was a felony
Section 784.011	assault, if the victim of offense was a minor
Section 784.03	battery, if the victim of offense was a minor
Section 787.01	kidnapping
Section 787.02	false imprisonment
Section 787.025	luring or enticing a child
Section 787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
Section 787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
Section 790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
Section 790.115(2) (b)	possessing an electric weapon or device, destructive device, or other weapon on school property
Section 794.011	sexual battery
Former Section 794.041	prohibited acts of persons in familial or custodial authority
Section 794.05	unlawful sexual activity with certain minors
Chapter 796	prostitution
Section 798.02	lewd and lascivious behavior
Chapter 800	lewdness and indecent exposure
Section 806.01	arson
Section 810.02	burglary
Section 810.14	voyeurism, if the offense is a felony
Section 810.145	video voyeurism, if the offense is a felony
Chapter 812	theft and/or robbery and related crimes, if a felony offense
Section 817.563	fraudulent sale of controlled substances, if the offense was a felony
Section 825.102	abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section 825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section 825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
Section 826.04	incest
Section 827.03	child abuse, aggravated child abuse, or neglect of a child
Section 827.04	contributing to the delinquency or dependency of a child
Former Section 827.05	negligent treatment of children
Section 827.071	sexual performance by a child
Section 843.01	resisting arrest with violence

CONTINUED ON NEXT PAGE

Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 874.05(1)	encouraging or recruiting another to join a criminal gang
Chapter 893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

THE FOLLOWING APPLIES ONLY TO THOSE APPLICANTS FOR MENTAL HEALTH POSITIONS

In addition to the Chapter 435, F.S., listed offenses, the following offenses are also applicable for "Mental Health Personnel" screened pursuant to section 394.4572, F.S., defined as program directors, professional clinicians, staff members, or volunteers working in a public or private mental health program or facility who have direct contact with individuals held for examination or admitted for mental health treatment. **The additional offenses apply only to "Mental Health Personnel" as determined pursuant to Section 408.809, F.S. as listed below:**

	<u>Relating to:</u>
Chapter 408	felony offenses contained in Chapter 408
Section 408.8065(3)	offers service or skilled service without valid license when licensure is required, or knowingly files a false or misleading license or license renewal application, or submits false or misleading information related to application
Section 409.920	Medicaid provider fraud
Section 409.9201	Medicaid fraud
Section 817.034	fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems
Section 817.234	false and fraudulent insurance claims
Section 817.505	patient brokering
Section 817.568	criminal use of personal identification information
Section 817.60	obtaining a credit card through fraudulent means
Section 817.61	fraudulent use of credit cards, if the offense was a felony
Section 831.01	forgery
Section 831.02	uttering forged instruments
Section 831.07	forging bank bills, checks, drafts or promissory notes
Section 831.09	uttering forged bank bills, checks, drafts, or promissory notes
Section 831.30	fraud in obtaining medicinal drugs
Section 831.31	the sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony

I also affirm that I have not been designated as a sexual predator pursuant to s. 775.21, F.S.; a career offender pursuant to s. 775.261, F.S.; or a sexual offender pursuant to s. 943.0435, F.S., unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354, F.S.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at _____ in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

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I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses**. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE OF AFFIANT: _____

Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: _____

Sworn to and subscribed before me this ____ day of _____, 20__.

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Check one)

☐ Affiant personally known to notary

OR

☐ Affiant produced identification

Type of identification produced: _____



BOYS & GIRLS CLUBS
OF THE BIG BEND

Great Futures Start Here.

Release and Authorization

I authorize the Boys & Girls Clubs of the Big Bend, Inc. (hereby referred to as BGCBB) and its agents to conduct a full investigation into my background and activities. Therefore, BGCBB is hereby authorized to release any and all information pertaining to me, documentary or otherwise, as requested by any appropriate employee, agent or representative of BGCBB.

I further understand that BGCBB may be requesting information concerning motor vehicle operations history.

I release all courts, employers, educational institutions, credit bureaus, financial and other institutions, law enforcement and government agencies – federal, state and local without exception – from all liability and responsibility.

I authorize BGCBB to release the information obtained through this investigation to outside groups and agencies as mandated by grantors and other funding sources.

I authorize that a Photostat or facsimile of this release be accepted with the same authorization as the original.

Name: _____
First Middle Last

Address: _____
Number Street Apt.

City State Zip

Phone: _____

Email: _____

Date of Birth*: ____ / ____ / ____
MM DD YYYY

Social Security Number: ____ - ____ - ____

Driver's License Number: _____

State Issued: _____

Signature: _____

Date: _____

*Date of Birth is being requested to ensure accurate retrieval of records. The age discrimination act of 1967 prohibits discrimination in employment based on age.