



VOLUNTEER APPLICATION

Full Name		Home Phone	
Street Address		City	State
Daytime or Message Phone		Emergency Phone Number	Zip
E-Mail Address			

Volunteer Location

Would you be particularly interested in work with any of these special groups?
Mark all that apply.

What areas of support would you be interested in volunteering within?
Mark all that apply.

- Childcare – infant, Preschool, Toddler
- Childcare-Schoolage/Day Camp
- Camp-Resident/Day Camp
- Teens
- Health & Fitness
- Member Services
- Youth Sports

- Specialized Classes- Art, Dance Etc...
- Facility Maintenance
- Fundraising
- Office Support
- Older Adults/Special Populations
- Youth & Family Programs
- Aquatics

What days and times are you available to volunteer?

Day of Week	M	T	W	Th	F	Sa	Su
List avail. times							

Does your employer match monetary contributions or contribute money for volunteer hours?
Yes No

Are you volunteering for Community Service?

Are you volunteering as an internship? If so what college? _____

Have you previously volunteered or been employed at a YMCA? **YES NO**

Why are you interested in volunteering?

What skills and training qualify you for this volunteer position?

What are some of the skills, talents and interests that you would enjoy sharing?

Please list previous volunteer experiences and any volunteer experiences where you worked with children.

Additional Information:

Have you ever been convicted of a felony or a felony offense against a person or any misdemeanor or felony offense in which the victim was a minor in any state at any time, including convictions that have been expunged, sealed, set aside, or otherwise removed from your criminal history record, including convictions that you have been told by legal authorities you need not report, but not including convictions that have been expunged pursuant to ORS 419A.260 and ORS 419A.262? If yes, please report the crime for which you were convicted, date of conviction and state where conviction occurred. ____ Yes ____ No If yes, please explain

I voluntarily authorize YMCA of Columbia-Willamette and its agents to obtain criminal background information about me, including but not limited to, information that was expunged, sealed, set aside or otherwise removed from my criminal record history but not including convictions that have been expunged pursuant to ORS 419A.260 and ORS 419A.262 for volunteer purposes in connection with my application and hire for employment with the YMCA. I also authorize and direct law enforcement authorities, court personnel and any other public or private officer or person, to disclose all of the aforesaid information, without condition or qualification, to the YMCA of Columbia-Willamette. I specifically authorize YMCA of Columbia-Willamette to obtain consumer reports from consumer reporting agencies including, but not limited to, Criminal Info Services, Inc. (CIS) for employment purposes. I understand I have rights under FCRA as indicated in the Fair Credit Reporting Act Disclosure Notice I will receive if offered to volunteer with YMCA of Columbia-Willamette. (_____ Initial here)

You are advised that the YMCA of Columbia-Willamette may request a fingerprint based criminal records check for the purposes of evaluating your fitness as an employee. You may obtain a copy of the record check report from, or challenge the accuracy or completeness of the record check report, through the Oregon State Police or Washington State Patrol identification services section or the Federal Bureau of Investigation. (_____ Initial here)

The YMCA of Columbia-Willamette's efforts to attract the highest quality volunteers, I have been advised that, as a part of the application process for volunteer service with the YCMA, an extensive inquiry will be make concerning my prior employment, activities, character, and I fully consent to and authorize all such inquiries. If the YMCA accepts my volunteer service, I will comply with all policies and procedures established by the organization. I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made concerning my background, experience, and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent and it is in my interest that I be considered for volunteer service. I understand that my continued involvement as a volunteer is contingent upon a clean criminal history background check.

I understand that it is this YMCA's policy to secure conviction-only criminal history information as a part of the screening process for volunteers. I have provided the following information for the sole purpose of the YMCA's obtaining a conviction-only criminal history file search. I understand that they YMCA of Columbia-

Willamette do not condone child abusers and that the YMCA will be seeking information in my background related to child abuse.

Full Name: _____

Maiden name/names previously used _____

Previous states lived in the last seven years _____

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for volunteer service or, after my service begins, may be cause for termination.

I understand that the YMCA will take seriously any allegations or suspicions of child abuse and will report such allegations to the police and state agencies for investigation.

I also understand that the YMCA strongly discourages any fraternization outside of YMCA programs between volunteer staff members and youth participants. I understand that if a volunteer wishes to fraternize due to a family relationship or longstanding friendship with a participant, or the participant’s family, such fraternization should be disclosed to the volunteer’s immediate supervisor. Furthermore, it should not take place without the presence of another adult.

I understand that written approval of such fraternization must be obtained from the supervisor or another YMCA representative. All other personal contact between volunteer staff members and youth participant is prohibited.

I understand and agree that if my service as a volunteer is accepted, there is no contract period for volunteer service and my volunteer service would be solely “at will”, giving either me or the YMCA the right to terminate my volunteer service at any time without liability or obligation.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

Signed

Date

Signature of parent or Guardian if applicant is under 18

Date

Insurance Information:

Thank you for volunteering your time with the YMCA of Columbia-Willamette. We hope this will prove to be a rewarding experience for you. As a volunteer, you are *not* covered by the YMCA’s Worker’s Compensation program. You are, therefore, urged to have your own health insurance in ever the event you are injured while performing your volunteer duties. The YMCA carries insurance for accidental injury for the public arising from our programs, which will protect you in the event of property damage or accidental injury to the public as a result of your performance or volunteer duties *assigned by the YMCA of Columbia-Willamette.*

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION ON VOLUNTEERS AND INSURANCE

Signature _____

Date _____

Volunteer Acknowledgements

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION:

I understand that I am to immediately report accidents or injuries of participants or myself to my supervisor. I also understand that volunteer positions are *not* covered under Worker's Compensation Insurance.

initial

I understand that the YMCA of Columbia-Willamette makes an active effort to prevent child abuse and thus requires that all volunteers have background checks and attend Child Abuse Prevention Training.

initial

I understand that smoking or use of tobacco products, using, possessing or being under the influence of alcohol or illegal drugs is prohibited and will not be tolerated.

initial

I understand that if chosen for a volunteer position, I will receive neither monetary compensation nor a membership to the YMCA of Columbia-Willamette as a benefit of volunteerism.

initial

I understand that I am required by law to report known or suspected instances of child abuse to my supervisor or Branch Director. It is the policy of the YMCA to cooperate with the authorities conducting investigations of suspected child abuse.

initial

I understand that all volunteers are subject to dismissal at the discretion of the YMCA of Columbia-Willamette and volunteer positions are for no specified term. If in the event I choose to cease volunteering, I am free to do so at any time. I understand that if YMCA programs are dependent upon my agreed attendance, I will give the YMCA of Columbia-Willamette ample notice of intentions to cease volunteering.

initial

I understand that if selected to volunteer, any misrepresentations made by my completing this application shall be considered as sufficient cause for my dismissal without advance notice.

initial

I understand that in the event of my selection, I will comply with all rules and regulations set forth by the YMCA of Columbia-Willamette.

initial

I understand that volunteers will not fraternize with children outside the programs, including babysitting or inviting children home. No exceptions will be made.

initial

I understand that completion of this form does not guarantee me status as a volunteer. I must meet all stated conditions required of the position for which I am asking to be considered.

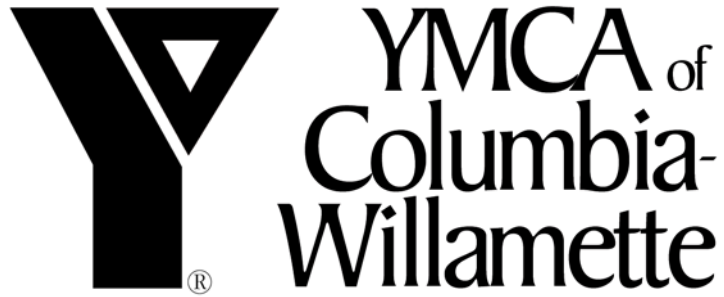
initial

I understand that information concerning my past record may be sought from employers, references and organizations for which I may have volunteered. I hereby release from all liability or damage those individuals, organizations or corporations who provide such information.

initial

NAME: _____

DATE: _____



We build strong kids, strong families, strong communities.

Fair Credit Reporting Act Disclosure Notice

Dear Applicant:

YMCA of Columbia-Willamette wishes to obtain a consumer report on you from consumer reporting agencies including but not limited to Criminal Info Services, Inc (CIS) for employment purposes. The consumer report may include information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Information obtained in consumer reports may include criminal background information, motor vehicle driving history, prior employment, military service, credit history, and educational records. This report will be obtained for employment purposes only.

Please sign this letter below, acknowledging that you have read this disclosure and your understanding that YMCA of Columbia-Willamette will conduct a background record check and obtain a consumer report at any time prior to/or during your employment as may be applicable to you. In the event that YMCA of Columbia-Willamette considers any information in the consumer report when making an adverse employment related decision affecting you, you will be provided with information regarding the consumer reporting agency, a copy of the consumer report and a copy of your rights under the Fair Credit Reporting Act (FCRA), before the decision is finalized.

Volunteer Printed Name

Birth date

Social Security Number

Volunteer Signature

Date Signed

YMCA of Columbia-Willamette
Code of Conduct for Staff
and Volunteers who Work with and around Children

Note: "Staff " applies to both paid employees and volunteers.

1. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a restroom alone on a field trip or at another off-site location. Always send children in threes (known as the rule of three) and, whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs-- diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - Physical abuse such as striking, spanking, shaking, kicking or slapping
 - Verbal abuse such as humiliating, degrading, threatening
 - Sexual abuse such as touching or speaking inappropriately
 - Mental abuse such as shaming, withholding kindness, cruelty
 - Neglect such as withholding food, water, basic care, etc.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), administered in a prescribed manner, and must be documented in writing
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns and so on. Questions or comments will be addressed to the parent or child in a non-threatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and will treat all children equally regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children's right not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff must demonstrate physical and psychological conditions that will not adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
19. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
20. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes, but is not limited to, babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to administrator approval. Furthermore, it should not take place without the presence of another adult.
21. Staff should not give excessive gifts (e.g., TV, videogames, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

I understand that any violation of this Code of Conduct may result in termination of employment/volunteerism.

Employee or volunteer signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Supervisor Signature

Date



We build strong kids, strong families, strong communities.

Volunteer Description (*Youth Sports has alternate description*)

Job Title _____

Staff Supervisor _____

Job Summary _____

Activities and Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____

Volunteer agreement schedule: (Not applicable for youth sports)

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>
<i>Hours</i>							

Start Date: _____

End Date: _____

Volunteer Signature

Date

Staff Supervisor Signature

Date

