



VOLUNTEER APPLICATION – INDIVIDUAL

Boys & Girls Clubs of Gloucester County (BGCGC) considers all applicants for volunteer service without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, we comply with applicable state and local laws prohibiting discrimination against volunteers for any reason or protected class. The Boys & Girls Clubs also provide “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state laws.

Please answer all appropriate questions completely. All information is kept confidential and is for use by the Boys and Girls Clubs only. Thank you for your interest in the BGCGC.

CONTACT INFORMATION

NAME	
DATE OF BIRTH	
ADDRESS	
CITY / STATE / ZIP	
HOME PHONE	
CELL PHONE	
EMAIL	

Preferred Method of Contact: Home Phone Cell Phone Email Text

How did you hear about us? Facebook LinkedIn Instagram

Current Employee: _____ Other: _____

PERSONAL INFORMATION

Are you:

_____ Employed _____ Unemployed _____ Retired _____ Student

If employed, does your employer have an “employee volunteer program”? Yes No

Name of your employer:



Does your employer have a matching program for your volunteer hours? Yes No

Are you volunteering to meet church, school, or college community service requirements? Yes No

If so, please provide the appropriate forms, if any, for verification of your service.

Have you attended college? Yes No

If so, please list your highest degree earned:

What is your reason for volunteering?

Are you volunteering due to a court order to perform community service? Yes No

Have you ever been charged or convicted of a misdemeanor or felony involving domestic violence, assault, theft, arson, embezzlement, abuse of the elderly, abuse of a minor, sexual abuse of a child or adult, sexual assault, stalking, or indecent acts to another human being or animal? Yes No

List any previous volunteer experiences:

Languages Spoken:

Languages you can read and write:



Do you need any reasonable accommodations that may help you perform your volunteer role? If yes, please list accommodations.

Yes _____

No

AVAILABILITY AND VOLUNTEER INTERESTS

Hour-Requirement Volunteer

Single Event Volunteer

Event Name: _____

Event Date: _____

Ongoing Volunteer

Monday

Times: _____

Friday

Times: _____

Tuesday

Times: _____

Wednesday

Times: _____

Thursday

Times: _____

What type of volunteering are you interested in doing with us?

What type of volunteering are you **not** interested in doing with us?



Preferred Club: Glassboro – 801 Ellis Street, Glassboro, NJ 08028

Paulsboro – 916 Penn Line Rd, Paulsboro, NJ 08066

REFERENCES

Please list three people who know you well and can attest to your character, skills and dependability. Include your current or last employer.

Name/Organization	Relationship to You	Phone	Years known
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APPLICANT AGREEMENT AND AUTHORIZATION TO RELEASE REFERENCE INFORMATION

The information I have provided on this application is true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application materials, or during any interviews, may be considered sufficient cause for rejection of my application and also for dismissal, if discovered after I have begun a volunteer assignment.

Any offer of volunteer service I may receive from Boys & Girls Clubs of Gloucester County (BGCGC), is contingent upon my successful completion of the organization’s total pre-volunteering screening process, including the organization’s receiving references that it considers satisfactory, and my satisfactory completion of any pre-volunteering medical examination. I hereby consent to having the results of any pre-volunteering medical exam disclosed to BGCGC.

I hereby consent to permit the BGCGC to contact anyone it seems appropriate to investigate or verify any information provided by me to discuss my suitability for a volunteer position, including my background, volunteer experience, education or related matters. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar cause of action, against anyone providing such information.



I hereby authorize any organization affiliated with the Boys and Girls Clubs to investigate my background as necessary for the consideration of my application for the position of _____.

I understand that as a condition of volunteer service, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if selected for volunteer service, I may be required to submit to any alcohol or drug screening at any time at the discretion of BGCGC.

I authorize BGCGC to investigate all statements in this application and to secure any necessary information from all my employers, references, academic institutions and all other necessary sources. I hereby release all of those employers, references, academic institutions, BGCGC and all others from any and all liability arising from their giving or receiving information about my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, driver's abstract from a Bureau of Motor Vehicle check and any other background check deemed necessary.

I also authorize BGCGC to supply information about my employment record or volunteer service, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCGC from any and all liability for proving this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

I understand that nothing in this volunteer application, in BGCGC's policy statements or personnel guidelines, or in my communications with any BGCGC is intended to create a contract between BGCGC and me. I also understand that BGCGC has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

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

Signature _____ Date _____



VOLUNTARY SKILLS INVENTORY

Please check the box before all the skills you have and are willing to share.

MARKETING/FUND DEVELOPMENT

Fundraising Writing

Others: _____

Grant Proposal Writing

Marketing/Advertising Writing

Graphic Design

Photography

Typing

Copy editing

COMPUTER SOFTWARE

Microsoft Word

Others: _____

Microsoft Excel

Power Point

Quicken/QuickBooks

Donor Database / Software

WEBSITE & COMPUTERS

Website Design/copywriting

Others: _____

Information Management

Database Management

Programmer

Desktop Publishing

Troubleshooting/Repair



BUSINESS & MANAGEMENT SKILLS

- Administration/office work
- Bookkeeping
- Accounting /Finance/Budgeting
- Attorney/Legal matters
- Research
- Program Management/Design
- Personnel/Human Resources
- Marketing/Public Relations
- Board/Committee Management
- Project Management
- Event Planning
- Notary Public

Others: _____

PROFESSIONAL TRAINING

- Electrician
- Doctor
- Plumber
- Nurse
- Carpenter
- Small Repairs
- CPR
- First Aid
- Teaching

Others: _____

Teaching subject(s)



TUTORING/MENTORING

___ STEM activities

Others: _____

___ Social Media

___ Multimedia

___ Homework Assistance

___ Sports & Recreation Activities

___ Culinary Activities

___ Reading

___ Music, Dance

___ Art, Drawing etc.

___ Foreign Languages

OTHER SKILLS YOU WOULD LIKE TO LIST:

If you have any questions or concerns, please feel free to contact our Program Operations Director Gerald Hodges at (856) 881-6084 ext. 1115 or ghodges@gcbgc.org