



BOYS & GIRLS CLUBS
OF SOUTH ALABAMA

**GREAT FUTURES
START HERE.**

Volunteer Application

Volunteer Requirements (must be completed prior to starting):

- Must be age 18+ and out of high school
- Complete this Volunteer Application
- Pass required background & DHR Child Abuse/Neglect Registry checks

Volunteers at Kiwanis, Makove, & Sonny Callahan Clubs must also:

- Complete approx. 8 hours of online DHR-required training (free)
- Receive DHR criminal history & medical clearances (requires fingerprinting, TB test, and a basic physical)

THERE IS NO COST TO THE VOLUNTEER FOR SCREENS

We welcome individuals in the community who want to support our efforts through volunteering. If you are interested in inspiring and motivating our local youth, then BGCSA is the place for you! We encourage individual volunteers to consider making a commitment of at least six months. We have found that both volunteers and club members benefit most from lasting, consistent relationships.

For more information about volunteering, call the Club of your choice after 1:30pm (visit <https://www.bgcsouthal.org/clubs/> for listings), or our Admin Office 8:30am-4:30pm at (251) 432-1235.

Please fill out the following information **COMPLETELY** (print clearly):

Name _____ * Ethnicity _____ * Gender ☐ M / ☐ F
First Middle (full name) Last

* Date of Birth _____ * Age _____ Phone _____ Email _____
Month / Day / Year

Current Home Address: _____
Street City State Zip Code

T-Shirt size: _____

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

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

Skills and Experience

Current Employer or School: _____
Employer / School Name Occupation

* Highest level of education completed ☐ High School ☐ Some College ☐ College ☐ Trade School ☐ Other

* Note: This information is required for identification purposes only.

BGCSA does not discriminate on the basis of sex, race, religion, age, handicap, disability, national origin, or any other characteristics protected by law.

Are you volunteering for High School or College Credit? Yes / No (circle one)

Name of School: _____

Area of Study: _____ Total Hours Required: _____

Please list any past volunteer experiences with youth _____

Volunteer Interests, Time Commitment, and Availability

What are your areas of interest?

- | | | | |
|--|---|---|---|
| ☐ As Needed/Assigned | ☐ Mentoring | ☐ College/Career Prep. | ☐ Facility Maintenance |
| ☐ Homework Help | ☐ Special Events | ☐ Computer Skills/Technology | ☐ Admin/Clerical |
| ☐ Games Room | ☐ Arts/Crafts | ☐ Low Organized Games | ☐ Reading to Members |
| ☐ Employment Skills Training | ☐ Theater/Dance | ☐ Cooking/Nutrition | ☐ Field Trip Chaperone |
| ☐ Interests, hobbies, or other activities not listed _____ | | | |
| ☐ Coaching – list sports that you are able to coach _____ | | | |
| ☐ Tutoring – list subject areas that you are comfortable tutoring _____ | | | |

Volunteer Interests, Time Commitment, and Availability

(continued...)

What age group(s) do you feel comfortable working with?

☐ 6-9 years ☐ 10-12 years ☐ 13-15 years ☐ 16-18 years ☐ any age

Preferred location to volunteer:

Bernard Malkove Club - 35 Cody Rd. S., Mobile 36608

Palmer-Pillans Middle School Site
2051 Military Rd., Mobile 36605

Foley Club – 1391 S. Cedar St., Foley

Whitley Elementary School Site
528 Capt. Leon C. Roberts St., Prichard

Kiwanis Club - 712 Rice St., Mobile 36607

Williamson Preparatory Academy Site (6th-12th)
1567 E. Dublin St., Mobile 36605

Mount Vernon Club - 19180 Shepard Lake Rd. E., Mt. Vernon

Semmes Club - 2810 Wulff Rd., Semmes

Camp Chandler-Tonsmeire (outdoor, summer day camp) 2701 Shelton Beach Rd Ext, Mobile, AL 36618
(NOT AVAILABLE IN 2026)

Sonny Callahan Club - 6585 Carol Plantation Rd., Theodore

During which days and times are you available for volunteer assignments?

(Clubs are typically open 2:30pm-6:30pm Mon-Fri during the school year, and 7:30am-6:30pm in June/July)

School Year

	Time Available
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Summer

	Time Available
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Emergency Contact #1 Information

Name

Relationship

Phone Number

Emergency Contact #2 Information

Name

Relationship

Phone Number

I verify that the information contained in this form, including my full legal name, is true, correct, and complete to the best of my knowledge.

I understand that I am not allowed to volunteer at the Boys & Girls Clubs of South Alabama prior to completing orientation and approval of background checks. This application will be sent to the Human Resource Department; you will be contacted for needed information and approval.

Applicant's Printed Name

Signature

Date

— FOR OFFICE USE ONLY —

DATE

Staff Member

Received by STAFF: _____

Received by HR: _____

Approved by HR: _____

DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. These reports may be obtained at any time after the Boys and Girls Clubs of South Alabama Inc. receives authorization from you, including any time during the period of employment if hired. The investigative consumer report may consist of contacting all listed prior employers to verify your employment. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Consumer Rights Under the Fair Credit Reporting Act.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state and local laws, I hereby authorize and permit Boys and Girls Clubs of South Alabama, Inc. and subsidiaries to obtain a consumer report and/or investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, worker's compensation (post-offer only) and drug testing;
3. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records;

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I agree that a copy of this authorization has the same effect as an original.

I acknowledge that I have received and read *the Fair Credit Reporting Act Background Check Disclosure, A Summary of Your Rights Under the Fair Credit Reporting Act* and this authorization. I certify that I understand the documents I have received.

I hereby authorize Boys and Girls Clubs of South Alabama, Inc. or its authorized agents, for employment purposes; to obtain or prepare consumer reports and investigative consumer reports at any time after it receives this authorization, including any time that I may be employed by Boys and G8irls Clubs of South Alabama, Inc.

I hereby authorize law enforcement agencies, public and private schools, federal, state and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by a consumer reporting agency or Boys and Girls Clubs of South Alabama, Inc.

I certify that the information provided on this form is true and correct. I understand that any information that I provide in an employment application or that I otherwise disclose during my employment may be used to obtain consumer reports and investigative consumer reports.

I hereby release and hold harmless any person, firm or entity that discloses matters in accordance with this authorization, as well as Boys and Girls Clubs of South Alabama, Inc. and subsidiaries from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. I understand and acknowledge that under the provision of the Fair Credit Reporting Act, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize Boys and Girls Clubs of South Alabama, Inc. and subsidiaries to obtain and prepare an investigative consumer report as set forth above as part of its investigation of my employment application and continued employment, as needed.

FULL NAME: _____
(Signature)

FULL NAME: FIRST: _____ MIDDLE: _____ LAST: _____
(Printed Name)

DATE: _____

EMAIL ADDRESS (REQUIRED) _____

CURRENT PHYSICAL
ADDRESS _____
(no P.O. Box):

CITY/STATE/ZIP: _____

HOME PHONE: _____

DATE OF BIRTH*: _____

PLACE OF BIRTH: (City AND State or Country) _____

SOCIAL SECURITY NO: *(Required to complete background screen)* _____

DRIVER LICENSE NUMBER: _____ EXPIRATION DATE: _____

STATE ISSUED: _____

Please have someone witness below:

WITNESS

Signature

Date

If applicant is under 18 years of age:

Parent/Legal Guardian PRINT NAME: _____

SIGNATURE: _____

* The Age Discrimination in Employment Act of 1967 prohibits discrimination against persons of at least 40 years of age.

******KEEP THIS PAGE FOR YOUR RECORDS******

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment — or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without

your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-5678688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word 'National' or initials 'N.A.' appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word 'Federal' or initials 'F.S.B.' appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words 'Federal Credit Union' appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture

Office of Deputy Administrator - GIPSA
Washington, DC 20250 202-720-7051

**ALABAMA DEPARTMENT OF HUMAN RESOURCES
CHILD ABUSE / NEGLECT (CA/N) CENTRAL REGISTRY CLEARANCE**

PRINT OR TYPE in black or blue ink. Additional information regarding the CA/N Central Registry is on the back of this form.

**** See instructions for the address to use when submitting this form. ****

Requesting Person or Agency/Organization	Boys and Girls Clubs of South Alabama, Inc.	Check All That Apply
Mailing Address	Post Office Box 6724	☐ Child Placing Agency
	Mobile, AL 36688	☐ Residential Child Care Facility
	klakeman@bgcsouthal.org	☐ Child Day / Night Care Center
Telephone Number (251)	(432-1235	☐ Family Day / Night Care Home
	Email: cmiller@bgcsouthal.org	☐ Exempt Child Day Care Center
PRINT Requestor's Name	Carol Miller	☐ Medicaid Rehab. Provider DHR Vendor
Requestor Signature	Date	☒ Other (Please Specify)
Witness Signature	Date	Boys and Girls Clubs of South Alabama, Inc.

The person whose name and identifying information, printed or typed below, will provide **unsupervised care and supervision of children** as an ☐ employee ☒ volunteer ☐ other. This person's specific job/role is or will be:

USE BLUE INK!

Work with children where needed

Name Doe Jane Mary Sex ☐ Male ☒ Female Race Latino DOB 01/01/1901
Last First Middle

Current Mailing Address Include city/state/zip code 123 Main St. Anytown, AL 12345

Alias, Maiden & Prior Married Name Please write last name AGAIN if no other names used Johnson, Smith

Name & DOB of Spouse & Former Spouse(s) John Johnson 01/01/1902, Bob Smith 02/02/1903

Name & DOB of Children / Stepchildren Tom Johnson 03/03/1925, Sue Johnson Jones 03/03/1930

Alabama counties where person has lived and/or worked Baldwin, Mobile

Attach additional pages as needed to provide all information requested above.

To be completed by person being cleared

I authorize the Alabama Department of Human Resources to release information contained in the Child Abuse / Neglect Central Registry about me to the above named person/agency/organization. I hereby waive any right to any review or hearing to which I may otherwise be entitled. I further release the Department of Human Resources, its officers, and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

 1/1/2000
Signature Date

1/1/2000
Date

Signature of Witness

Date

To be completed by DHR

A search of the Alabama Child Abuse / Neglect Central Registry has been completed with the information provided to determine if the person identified above has been named as being responsible for child abuse or neglect in Alabama. DHR releases only that information which is necessary to discover or prevent child abuse / neglect.

☐ Substantiated report (i.e., indicated) located. See attached information.

Type Report: ☐ Physical Abuse ☐ Neglect ☐ Sexual Abuse ☐ Mental Abuse / Neglect

☐ No report located.

☐ Request Denied

☐ Other

**DHR will not accept email or fax
copies - we must have original form.**

Office of Child Protective Services

Date Completed

SCROLL TO NEXT PAGE FOR BLANK FORM

**THIS FORM MUST BE RETURNED BY
REGULAR MAIL OR IN PERSON -
DHR REQUIRES THE ORIGINAL, "WET"
SIGNATURE (no emails or faxes accepted).**

*If you have lived or worked outside of the state
of Alabama in the last 5 years, please request
a DHR CA/N-B form at the Club, to be filled out
in addition to the Alabama CA/N form.*

ALABAMA DEPARTMENT OF HUMAN RESOURCES
CHILD ABUSE / NEGLECT (CA/N) CENTRAL REGISTRY CLEARANCE

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**** See instructions for the address to use when submitting this form. ****

Requesting Person or Agency/Organization	Boys & Girls Clubs of South Alabama, Inc.	Check All That Apply
Mailing Address	P.O. Box 6724	☐ Child Placing Agency
	Mobile, AL 36660	☐ Residential Child Care Facility
		☐ Child Day / Night Care Center
Telephone Number (251)	432-1235 Email: aknight@bgcsouthal.org	☐ Family Day / Night Care Home
Requestor's Name	Karen Lakeman or Arlexia Knight	☐ Exempt Child Day Care Center
Requestor Signature	Date	☐ Medicaid Rehab. Provider DHR Vendor
Witness Signature	Date	☒ Other (Please Specify) Boys & Girls Clubs of South Alabama, Inc.

Last name:

Volunteer site:

office
use
only

The person whose name and identifying information, printed or typed below, will provide **unsupervised care and supervision of children** as an ☐ employee ☒ volunteer ☐ other. This person's specific job/role is or will be:

Work with children where needed.

USE BLUE INK!

Leave no lines blank - may write "N/A" where indicated

Name _____ Sex ☐ Male ☐ Female Race _____ DOB ____/____/____
Last First Middle

Current Mailing Address **Include city/state/zip with address**

Alias, Maiden & Prior Married Name(s) **write last name again if no other names used**

Name & DOB of Spouse & Former Spouse(s) **N/A if none**

Name & DOB of Children / Stepchildren **N/A if none**

Alabama counties where person has lived and/or worked

Attach additional pages as needed to provide all information requested above.

To be completed by person being cleared

I authorize the Alabama Department of Human Resources to release information contained in the Child Abuse / Neglect Central Registry about me to the above named person/agency/organization. I hereby waive any right to any review or hearing to which I may otherwise be entitled. I further release the Department of Human Resources, its officers, and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature

Date

Signature of Witness

Date

Please have someone witness - date must match yours

To be completed by DHR

A search of the Alabama Child Abuse / Neglect Central Registry has been completed with the information provided to determine if the person identified above has been named as being responsible for child abuse or neglect in Alabama. DHR releases only that information which is necessary to discover or prevent child abuse / neglect.

☐ Substantiated report (i.e., indicated) located. See attached information.

Type Report: ☐ Physical Abuse ☐ Neglect ☐ Sexual Abuse ☐ Mental Abuse / Neglect

☐ No report located.

☐ Request Denied

☐ Other

Office of Child Protective Services

Date Completed