



BOYS & GIRLS CLUBS
OF SOUTH ALABAMA

GREAT FUTURES
START HERE.

Volunteer Application

In order to become a volunteer you must:

- ° Be at least 18 years of age
- ° Complete a Volunteer Application
- ° Pass a required background check

➤ **Volunteers at Kiwanis, Malkove, & Sonny Callahan Clubs must also:**

- complete approx 4 hours of online DHR training
- complete fingerprinting & receive suitability clearance through AL DHR
- complete a basic physical & TB test

(all screenings are free to the volunteer)

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 Boys & Girls Clubs is the place for you! We are always looking to expand our volunteer family. We encourage individual volunteers to consider making a commitment of at least three months. We have found that both volunteers and club members benefit most from lasting, consistent relationships.

For more information about volunteering, call our Admin Office 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, 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?

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> As Needed/Assigned | <input type="checkbox"/> Mentoring | <input type="checkbox"/> College/Career Prep. | <input type="checkbox"/> Facility Maintenance |
| <input type="checkbox"/> Homework Help | <input type="checkbox"/> Special Events | <input type="checkbox"/> Computer Skills/Technology | <input type="checkbox"/> Admin/Clerical |
| <input type="checkbox"/> Games Room | <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Low Organized Games | <input type="checkbox"/> Reading to Members |
| <input type="checkbox"/> Employment Skills Training | <input type="checkbox"/> Theater/Dance | <input type="checkbox"/> Cooking/Nutrition | <input type="checkbox"/> Field Trip Chaperone |
| <input type="checkbox"/> Interests, hobbies, or other activities not listed _____ | | | |
| <input type="checkbox"/> Coaching – list sports that you are able to coach _____ | | | |
| <input type="checkbox"/> 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 Branch - 35 Cody Rd. S, Mobile 36608
 HOURS: school year 2:30 pm – 6:30 pm Monday – Friday
 summer 7:00 am – 6:00 pm Monday – Friday

Semmes Branch – 3810 Wulff Rd. E., Semmes 36575
 HOURS: school year 2:30 pm – 6:30 pm Monday – Friday
 summer 7:00 am – 6:00 pm Monday – Friday

Foley Branch – 1391 S. Cedar St., Foley 36535
 HOURS: school year 2:00 pm – 6:00 pm Monday – Friday
 summer 7:30 am – 5:30 pm Monday – Friday

Sonny Callahan Branch - 6585 Carol Plantation Rd., Theodore 36582
 HOURS: school year 2:30 pm – 6:30 pm Monday – Friday
 summer 7:00 am – 6:00 pm Monday – Friday

Harmon Thomas Recreation Center Site – 1611 Belfast St., Mobile 36605
 HOURS: school year 3:00 pm – 7:00 pm Monday – Friday
 summer 10:00 am – 6:00 pm Monday – Friday

Camp Tonsmeire - 2701 Shelton Beach Rd. Ext., Mobile 36618
 Outdoor day camp, operates only in summer, 7:30am-5:30pm M-F

Kiwanis Branch – 712 Rice St., Mobile 36607
 HOURS: school year 2:30 pm – 6:30 pm Monday Friday
 summer 7:00 am – 6:00 pm Monday – Friday

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

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 check. 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 _____

Recv'd by Club 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

<p>If applicant is under 18 years of age:</p> <p>Parent/Legal Guardian PRINT NAME: _____</p> <p>SIGNATURE: _____</p>

* 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 identify 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	<input type="checkbox"/> Child Placing Agency
	Mobile, AL 36688	<input type="checkbox"/> Residential Child Care Facility
	klakeman@bgcsouthal.org	<input type="checkbox"/> Child Day / Night Care Center
Telephone Number (251)	432-1235	<input type="checkbox"/> Family Day / Night Care Home
Requestor's Name	Carol Miller	<input type="checkbox"/> Exempt Child Day Care Center
Requestor Signature		<input type="checkbox"/> Medicaid Rehab. Provider DHR Vendor
Witness Signature		<input checked="" type="checkbox"/> Other (Please Specify)

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.

X Jane M. Doe
Signature

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) created. See attached information

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

Request Denied

Other

Office of Child Protective Services

Date Completed

DHR will not accept email or fax copies - must have original signature.

SCROLL TO NEXT PAGE FOR BLANK FORM

BGClubs

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 & Girls Clubs of South Alabama, Inc.	Check All That Apply
Mailing Address	P.O. Box 6724 Mobile, AL 36660	<input type="checkbox"/> Child Placing Agency
		<input type="checkbox"/> Residential Child Care Facility
	kcollins@bgcsouthal.org	<input type="checkbox"/> Child Day / Night Care Center
Telephone Number (251)	432-1235 Email: klakeman@bgcsouthal.org	<input type="checkbox"/> Family Day / Night Care Home
PRINT Requestor's Name	Kim Collins -or - Karen Lakeman	<input type="checkbox"/> Exempt Child Day Care Center
Requestor Signature	Date	<input type="checkbox"/> Medicaid Rehab. Provider DHR Vendor
Witness Signature	Date	<input checked="" type="checkbox"/> Other (Please Specify) Boys & Girls Clubs of South Alabama, Inc.

office use only

Last name: Volunteer site:

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 _____

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 _____