



**BOYS & GIRLS CLUB**  
OF GREENWICH

Thank you for your interest in volunteering with the Boys & Girls Club of Greenwich. Our mission is *to prepare young people, through enrichment opportunities and supportive relationships, to be responsible, caring and productive community members*. Volunteers play a critical role in helping us to fulfill our mission. We need dedicated, caring individuals who are eager to help make a difference in the lives of our children. Our hands clasped Club logo signifies that we are all in this together to help children.

You may return this form via email or mail to Denise Kaufman, Volunteer Coordinator. Once paperwork is complete, I will contact you to set up a time to meet with me to talk in more detail about our volunteer program. In order to ensure a safe environment for children, any volunteer applicant must complete a background check and required training before they are able to volunteer.

I look forward to meeting you soon.

Denise Kaufman  
Volunteer Coordinator  
(203) 869-3224 ext. 112  
[dkaufman@bgcg.org](mailto:dkaufman@bgcg.org)



## **Frequently Asked Questions –**

How old do I have to be to volunteer? **Volunteers must be at least 16 years old. If you are under 16 and would like to help out, you may join our Torch Club for ages 10-13 or the Keystone Club for grades 9 to 12. Both are leadership service clubs which perform community service at the Boys & Girls Club and throughout the community. The club will also offer Days of Service throughout the year for students 14 and over who would like to complete community service hours.**

What is the minimum time commitment? **We ask that volunteers commit to at least 25 hours per year.**

When do you need volunteers? **We primarily need volunteers to help during after school hours on weekdays and to facilitate sports and outdoor activities on weekends. We can also use behind-the-scenes volunteers to help our administrative staff during weekdays.**

Can I volunteer for school credit or service hours? **We are delighted to have volunteer applicants from regional high schools and universities or other programs that require community service. However, we do request that you submit your volunteer application at least 4 weeks prior to needing a signed agreement for the completion of your hours. We also ask that you serve at least 25 hours in a program year.**

Do I need any special skills or training? **The only requirements are a passion for our mission and an ability to volunteer on an ongoing basis -- consistently and reliably. However, we welcome volunteers who are interested in leading specialized activities or classes for kids.**

- All volunteer applicants must complete a criminal background screening. Any report which comes back with incidents will be reviewed by the COO for approval before the volunteer applicant may start. Crimes that will prohibit club service include but are not limited to: any crime pertaining to children, use of drugs or weapons.
- Adult volunteer applicants will be expected to pay the cost of their clearance. Adult applicants will have a state check, sex offender check and Social Security Trace at a cost of \$10

## Volunteer Mission Statement

*Volunteers are critical to the success of accomplishing our mission and can serve as role models to our youth. BGCG values the time and contributions of our volunteers and is committed to providing the environment and support to help them succeed.*

**Name:**

**Address:**

**Home Phone:**

**Cell Phone:**

**Email address:**

**Date of Birth:**

If under 18, please provide a parent or guardian name, phone number and email address:

How did you hear about the volunteer program at the Boys and Girls Club of Greenwich?

Please describe why you are interested in becoming a volunteer for the Boys and Girls Club of Greenwich.

How do you see yourself helping us to fulfill our mission?

What are your expectations of your volunteer experience?

I would be interested in helping with the following activities (circle all that apply):

One-on-one tutoring                      homework club                      reading assistance

Coaching or assisting sports            helping with summer camps            special events

Media/PR assistance                      facilities maintenance                      office work

Teaching classes or leading activities for our youth in a specialized field or sport (please provided a short description )

I am generally available to volunteer (circle all that apply):

Weekdays 9 a.m. to 3 p.m.:    Monday    Tuesday    Wednesday    Thursday    Friday

Weekdays 3 p.m. to 5 p.m.:    Monday    Tuesday    Wednesday    Thursday    Friday

Weekdays 6 p.m. to 8 p.m.:    Monday    Tuesday    Wednesday    Thursday    Friday

Weekends:                                  Saturday    Sunday

Are you able to volunteer consistently and reliably at the Boys & Girls Club?

Yes                      No

**Education:**

High School:

College:

**Employment History:**

Employer

Dates of employment:

Title

Responsibilities

**Previous Volunteer Experience:**

Dates of service

Organization:

Responsibilities:

What did you enjoy most about this volunteer experience?

Please list any special skills, training or certifications you have (CPR, first aid, lifeguard, languages spoken, ASL, etc.)

**\*Court Ordered Service:** *The Boys and Girls Club of Greenwich may on occasion take volunteers who must complete court-ordered community service. These volunteers will be assigned to work with our facilities staff. If you have required community service hours, please indicate how many hours you need to complete and the date on which these hours are due. Please note, we cannot accept applications with fewer than 4 weeks' notice to fulfill the hourly requirement. We also reserve the right to refuse any applicant. Court mandated community service volunteers will be asked to set a schedule for their service on Mondays through Fridays from 8 to 5 p.m. If you fail to show up for your scheduled service, we will not be able to help you fulfill your mandated hours.*

Emergency contact:

Name:

Relationship:

Phone:

Signature: \_\_\_\_\_

Applicants over 18, Please complete the attached waiver form.

If under 18, please have a parent or guardian sign below and complete the waiver form:

I authorize my child to volunteer at the Boys & Girls Club of Greenwich:

\_\_\_\_\_

**Boys & Girls Club of Greenwich /Volunteer Agreement and Release from Liability**

**1. VOLUNTARY PARTICIPATION.** I have voluntarily applied to assist Boys & Girls Club of Greenwich (BGCG) in one or more projects. I understand that as a volunteer, I will not be paid for my services; that I will not be covered by any medical or other insurance coverage provided by BGCG and that I will not be eligible for any Workers Compensation benefits. I further agree that my participation in volunteer activities at BGCG may be terminated at any time by either BGCG or me. \_\_\_\_\_

**2. ASSUMPTION OF RISK.** I am aware that in participating as a volunteer with BGCG, I may be exposed to personal injury or damage to my property as a result of my activities, the activities of other volunteers, or the conditions under which volunteer services are performed. With knowledge of these dangers, I agree to accept any and all risks of personal injury or death. \_\_\_\_\_

**3. RELEASE FROM LIABILITY.** In consideration for the opportunity to volunteer with BGCG, I hereby agree that I, my assignees, heirs, guardians and legal representatives will not make a claim for injury, damage or death resulting from the negligent acts or omissions of any person or entity arising from or related to my participation in any volunteer project organized by BGCG. This extends to any business, residents or community service agencies which may have been involved as well as BGCG's Board officers, directors, or any supplier of materials or equipment that is used by BGCG or any of the volunteers. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions or causes of action resulting from personal injury or death, to me, or loss or damage to my property, sustained in connection with my participation in volunteer activities with BGCG; provided, however, that the loss or damage was not caused by an act or omission that was reckless, wanton, intentional, or grossly negligent. \_\_\_\_\_

**4. CONFIDENTIALITY AGREEMENT.** I understand and agree to the following policy regarding confidentiality. I understand that failure to follow this policy will result in my dismissal or suspension from my volunteer duties. I understand that failure to follow BGCG policies may also result in a fine imposed by a separate regulating body.

a. I will not disclose the identity of the participants of any BGCG program nor any information that could identify them.

b. I understand that the daily occurrences and interactions at BGCG are not to be discussed at social/or recreational functions.

c. I understand that any information shared or released to me identified as confidential cannot be released by me to another person or agency without written permission from the source of the information including but not limited to client information. The only exception would be if there is risk of suicide and/or homicide being committed by the individual in question. \_\_\_\_\_

**4. PUBLICITY RELEASE.** I hereby give my permission to Boys & Girls Club of Greenwich to use my likeness by means of photograph or video for use in promotional materials or publicity. I understand my likeness may appear in internal publications, promotional audio/visual presentations, the Boys & Girls Club of Greenwich website or external publicity. I agree that I shall have no right of approval or claim to compensation based on invasion of privacy, defamation, or right of publicity arising out of any use described herein. I have given this release without any prior payment or promise of payment or compensation and without expectation by me of payment or benefit in return. \_\_\_\_\_

**5. KNOWING AND VOLUNTARY EXECUTION.** I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between BGCG and me and I sign it of my own free will. I certify that I am at least 18 years of age or have delivered the consent of my parents or guardian as indicated by my signature or that of my parent or guardian on the reverse of this document. \_\_\_\_\_