



Boys & Girls Club of Manchester
555 Union Street, Manchester NH 03104
603-625-5982

Thank you for showing an interest in volunteering your services to Boys & Girls Club of Manchester (BGCM). We are continually looking for individuals willing to make a commitment to today's youth.

There are many opportunities available for volunteers at BGCM; some very specific, such as tutors, art assistant, and kitchen aid. Each service has equal importance to the Club and the members who come to the Club looking for guidance, growth and friendship.

Due to the nature of our business, BGCM must be selective in who we choose as volunteers for the organization. To do this, BGCM has developed a volunteer screening process. All portions of the process must be completed by an individual before volunteer service may begin. The process includes the following: a volunteer application form, an introduction to BGCM, including a tour of the facilities and description of services available, an interview with the volunteer coordinator, an interview with a direct supervisor, a criminal background check, signed agreement form for length of service, signed service description, and an orientation to BGCM.

BGCM hopes this brief description of the volunteer process has been helpful. Attached you will find a volunteer application form. Once completed, please schedule a meeting with the volunteer coordinator to learn about the service opportunities available at the Club.

Please note that volunteers are not considered employees of BGCM and, therefore, are not eligible for worker's compensation if an injury occurs. In addition, BCGM is not liable for any injury to the volunteer or the volunteer's guest(s) should an injury occur during your volunteer time. By agreeing to volunteer and signing this application, you are releasing BGCM of all liabilities.

Sincerely,

Wendy Allen
Volunteer Coordinator

VOLUNTEER APPLICATION



BOYS & GIRLS CLUB
OF MANCHESTER

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Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Are you 18 years old: Yes No

Email: _____

Occupation: _____ Work Phone #: _____

Do you have any volunteer experience? Yes No If yes, complete below:

Name of Organization	1.	2.
Address		
Supervisor		
Duties		
Date of Service		

Is there a particular type of volunteer work you are interested in?

- Working with small groups
- Working with large groups
- Working one-on-one (tutor)
- Coaching/Teaching
- Fundraising
- Special Events or Projects
- Other: _____

Is there a particular age group you would like to work with?

- 6-8 years old
- 9-12 years old
- 13 & up
- Undecided
- Not interested in working directly with children

Is there a particular area you would like to volunteer in?

- Arts & Crafts
- Athletics (Gym)
- Kitchen help
- Learning Center (Homework help)
- Social Recreation (Games room)
- Special Programs (Multi-cultural & environmental, cooking, sewing, etc.)
- Undecided

What times are you interested in volunteering?

- Weekday Afternoons (between 2-6 PM)
- Friday Nights (between 6-8 PM)
- Weekends (special events/fundraising only)
- Weekday Evenings (between 5-8 PM)

Other (please specify): _____

References: Please give name and address of three (3) persons, not relatives, having knowledge of your character, experience and abilities. (The responses of these people will be held strictly confidential.)

Name

Telephone #

Personal Information:

Within the past two years, have you been found guilty of any traffic violations?

Yes No If yes, what violation(s): _____

Have you ever been charged with child abuse or neglect?

Yes No If yes, explain: _____

Have you ever been arrested for any other crime?

Yes No If yes, what crime(s): _____

Were you convicted? Yes No

Signature of Applicant: _____

Date: _____

For Office Use Only:

Received by: _____ Date: _____

Referred to: _____

Orientation Date: _____ Start Date: _____

CONSENT TO RETRIEVE REPORTS



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I consent to the Boys & Girls Club of Manchester retrieving the reports listed below for consideration for employment with their organization.

- Felony Including Misdemeanor
- Social Security Verification
- Sexual Offender File
- National Criminal File

Last Name: _____ First Name: _____
Middle Name: _____ Staff Volunteer

*I understand that my background check will be monitored monthly throughout my entire relationship with the Boys & Girls Club of Manchester.

Signature: _____ Date: _____

Candidates under the age of 18 will need to obtain the signature of a parent or legal guardian.

Signature: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Phone Number: _____

Sex: Male Female Non-Binary Transgender Other: _____

Social Security Number: _____ - _____ - _____