



**BOYS & GIRLS CLUBS  
OF GREATER MANCHESTER**

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

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

There are many opportunities available for volunteers at BGCGM; some very specific, such as tutors, art assistants, and kitchen aids. 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, BGCGM must be selective in who we choose as volunteers for the organization. To do this, BGCGM 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 BGCGM, including a tour of the facilities and description of services available, an interview with the volunteer coordinator and direct supervisor, a criminal background check, a signed agreement form for length of service, signed service description, and an orientation to BGCGM.

BGCGM hopes this brief description of the volunteer process has been helpful. On the following pages, 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 BGCGM and, therefore, are not eligible for worker's compensation if an injury occurs. In addition, BGCGM 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 BGCGM of all liabilities.

Sincerely,

Wendy Allen  
Volunteer Coordinator

# VOLUNTEER APPLICATION



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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
- Special Events or Projects
- Other: \_\_\_\_\_

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

- Grades K-2
- Grades 3-5
- Grades 6-7
- Grades 8-12
- 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)
- Performing Arts
- Social Recreation (Games room)
- Special Programs (Multi-cultural & environmental, cooking, sewing, etc.)
- STEAM (Science, Technology, Engineering, Arts, Mathematics)
- 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: \_\_\_\_\_



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## CONSENT TO RETRIEVE REPORTS

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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_