



BOYS & GIRLS CLUBS
OF COASTAL CAROLINA

Dear Volunteer Applicant:

Thank you for your interest in becoming a volunteer with Boys & Girls Clubs of Coastal Carolina. Our volunteers are a valuable and integral part of the success of our organization and we hope that you find volunteering with us to be a rewarding opportunity. The required documents in order to complete the volunteer application process are attached and are as follows:

-Volunteer Application

-Background Check

-2 Reference Letters

-\$10 Volunteer Donation that helps cover the cost of the Background Check

Please complete the required documents and attach the \$10 donation and return to your local Boys & Girls Club. When the Background Check is processed and approved, you will be contacted to arrange an official site visit. You will be contacted within 7-10 days upon submission of required volunteer documents and donation.

The Boys & Girls Clubs of Coastal Carolina is steadily growing, while meeting the challenges placed before us from our changing society and the world around us. As we strive to fulfill our mission of serving those who need us most, we will always rely on volunteers such as you who make it possible for them to become responsible, productive and caring citizens!

Sunshine Lady Club
3321 Bridges Street
Morehead City, NC 28557
(252) 726-6584

Beaufort Club
601 Mulberry Street
Beaufort, NC 28516
(252) 504-2465

Havelock Club
199 Webb Boulevard
Havelock, NC 28532
(252) 444-5437

New Bern Club Sites
JT Barber Elementary
Grover C Fields Middle
(252) 723-6873

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Adult Volunteer Application

The Boys & Girls Clubs has been a part of a nationwide and local effort to help assure the protection of children from abuse and exploitation.

Therefore, in order to safeguard the well-being of the youth served, the Boys & Girls Clubs will investigate the accuracy of data provided in the application process for *all* applicants before they begin volunteering.

This investigation may include, but is not limited to, reference checking with past employers, the military, schools, appropriate volunteer agencies, and police and other government agencies. Polygraph and fingerprinting will be used when necessary to verify particular circumstances.

Please (PRINT)

Date: _____

Name _____ E-mail _____

Address _____ City _____ Zip _____

Phone: (Cell) _____ (Work) _____ DOB _____

Emergency Contact _____ Relationship _____ Phone _____

Where did you learn about our volunteering opportunities? _____

SKILLS AND EXPERIENCES

What is your educational background? _____

What sort of hobbies, interests, and activities do you enjoy? _____

What is your occupation? _____

Please describe any past or present volunteer experiences _____

What type of transportation will you use? _____

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INTEREST INVENTORY

This section will help you determine what volunteer activities you might like to participate in. Please check all the activities that interest you. You may check as many as you like.

- Tutoring –Which subjects? _____
- Sports Coach/Assistant—What sports? _____
- Music Leader/Assistant—What types? _____
- Arts and Crafts Activity Assistant/Instructor
- Listening to a youth read
- Assisting with fundraising
- Acting as a mentor for teens
- Assisting with office/clerical work
- Other -Please list _____
- Helping youth use computers
- Playing board games
- Leading a recreational activity
- Leading a discussion group
- Chaperoning a field trip

PREFERENCES IN VOLUNTEERING

Members of the Boys & Girls Club are ages 6-18 yrs. Which age groups would you most enjoy working with? Check as many as you like.

- 6-8 9-10 11-12 13-15 16-18 Doesn't matter

Is there a particular type of volunteer work in which you are interested? Check all that apply

- Working one-on-one with a child
- Helping around the office in general administrative duties
- Facilitating trainings or workshops with children
- Working directly with staff members
- Working on group projects
- A variety of duties
- No preference

AVAILABILITY

This section will help determine the best days and times for your volunteering activity. Please mark all the days and times you will be available to volunteer.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM						
PM						

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COMMITMENT

What kind of a time commitment are you willing to make?

_____ 1 time only _____ 6 weeks-3 months _____ 3 months-6 months _____ 6 months-9 months
_____ Other

Are there any physical limitations or are you under any course of treatment that might limit your ability to perform certain types of work? If yes, please explain: _____

REFERENCES

Current Employer _____ Phone Number _____

Address _____

Would you like us to notify your employer of your volunteer service? _____

Please have the two attached Personal reference letters completed (do not use relatives) and return with Application, Background Check Form and background fee donation of \$10.

CERTIFICATION

I certify that all the answers given by me to all of the questions on this application and any attachment are to the best of my knowledge true and correct and that I have not withheld any pertinent information. I understand that any omission, misrepresentation, or false information submitted in connection with this application may result in refusal of the application or dismissal from a volunteer position. I hereby agree that in the course of considering my application, you may make inquiry to ascertain information concerning my background and I understand that upon written request, information as to the nature and scope of the inquiry, if one is made, will be provided to me.

Signature

Date

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PERSONAL REFERENCE LETTER

Date _____

Name of Volunteer _____

Name of Reference _____

Phone # _____ E-Mail _____

How long have you known the applicant? _____

In what capacity do you know the applicant?

Why do you feel this applicant is a strong candidate for a volunteer position with the Boys & Girls Clubs of Coastal Carolina?

Please speak to the reliability and dependability of the applicant as it relates to this volunteer position.

Please add any other relevant comments regarding the applicant.

Thank you for your time in completing this form.

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