



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 the Boys & Girls Club of Manchester (BGCM). We are continually looking for individuals willing to make a commitment toward today's youth.

There are many opportunities available for volunteers at the 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, the BGCM must be selective in who they chose as volunteers for the organization. To do this, the 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, introduction to the BGCM, including a tour of the facilities and description of services available, an interview with the volunteer coordinator, an interview with a direct supervisor, criminal background check, signed agreement form for length of service, signed service description and an orientation to the BGCM.

The 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 time to meet with the volunteer coordinator to learn about the service opportunities available at the Club.

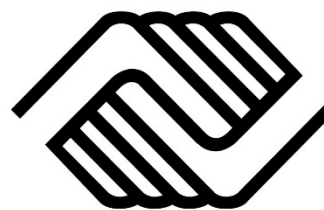
Please note, volunteers are not considered employees of the BGCM and, therefore, are not eligible for worker's compensation if an injury occurs during your volunteer time.

Sincerely,

Wendy Allen
Volunteer Coordinator

VOLUNTEER APPLICATION

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BOYS & GIRLS CLUB
OF MANCHESTER

Date: _____

Name: _____

City: _____ State: _____ Zip: _____

Home 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
- Fund Raising
- Special Events or Projects
- Other: _____

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

- 6-8 years old
- 9-10 years old
- 12 & up
- Undecided
- Not interested in working directly with children

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

- Athletics (gym)
- Learning Center (homework help)
- Computers
- Arts & Crafts
- Social Recreation (gamesroom)
- Special Programs (multi-cultural & environmental, cooking, or sewing, etc.)
- Kitchen help
- Undecided

What times are you interested in volunteering?

- Weekday Afternoons (between 2-6 PM)
- Weekends (special events/fund raising only)
- Weekday Evenings (between 5-8 PM)
- Other : _____

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.)

<u>Name</u>	<u>Address</u>	<u>Telephone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____ - _____ - _____