



VOLUNTEER APPLICATION

For Office Use

Submitted by: _____

Circle one: Admin CCK BGF TU

Date received: _____

Interview date: _____

BG check date: _____

BG check verified: _____

Notify of BG check completion and link
for online training: _____

Online training date: _____

Orientation attendance date: _____

First Name _____ Last Name: _____

Phone: _____ Email: _____

Street: _____ City: _____ State: _____ Zip: _____

Occupation: _____

Employer: _____

Location where I want to volunteer: Carroll C. Kendall Unit in Sequim _____ Turner Unit in Port Angeles _____

Times available to volunteer:

Days: _____ Hours: _____

Days: _____ Hours: _____

What Interests and skills would you like to share at the Club? _____

Have you ever been a volunteer or employee of a Boys & Girls Club? _____

If yes, which club(s) and city(ies)? _____

References (minimum of two):

Name: _____ Phone: _____

Name: _____ Phone: _____

For Office Use:

☐

RC Completed

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RC Completed

BACKGROUND CHECKS

Boys & Girls Clubs of the Olympic Peninsula is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

Boys & Girls Clubs of the Olympic Peninsula conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search.
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks. Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months. All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs of the Olympic Peninsula will not employ potential staff or engage potential volunteers if such individual:
 - a. Refuses to consent to a criminal background check.
 - b. Makes a false statement in connection with such criminal background check.
 - c. Is registered, or is required to be registered, on a state or national sex offender registry.
 - d. Has been convicted of a felony consisting of:
 - 1. Murder
 - 2. Child abuse
 - 3. Domestic violence
 - 4. Abduction or human trafficking
 - 5. A crime involving rape or sexual assault
 - 6. Arson
 - 7. Weapons
 - 8. Physical assault or battery
 - 9. Drug possession, use or distribution in the last five years
 - e. Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING

Boys & Girls Clubs of the Olympic Peninsula will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

I authorize the Boys & Girls Clubs of the Olympic Peninsula to investigate all statements and secure any necessary information from my employer. I also authorize Boys & Girls Clubs of the Olympic Peninsula to conduct criminal record checks or any other background checks deemed necessary to determine my suitability for volunteering. I hereby release all of those employers, references and Boys & Girls Clubs of the Olympic Peninsula from any and all liability arising from their giving or receiving information about my employment history, qualifications and suitability for volunteering at Boys & Girls Clubs of the Olympic Peninsula.

I understand that becoming a volunteer is contingent upon receipt of a satisfactory report from all of the above. I understand that training will be required before I start volunteering.

Signature

Date

The Boys & Girls Clubs of the Olympic Peninsula is an Equal Opportunity Employer. All Applicants receive consideration for employment or volunteering regardless of gender, age, religion, marital status, sexual orientation, race, color, national origin, or disability.

Revised 02/12/24



Code of Ethics for Board, Employees and Volunteers

The Boys & Girls Clubs of the Olympic Peninsula (BGCOP) expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of BGCOP.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of BGCOP and its mission, not as a comprehensive list of potential concerns.

Pledge of Personal and Professional Conduct

- **Integrity** -- I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** -- I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** -- I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- **Diversity** -- I will support diversity -- promoting a working environment that embraces the similarities and differences all people bring to the organization.
- **Respect** -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** -- I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.
- **Compliance** -- I will comply with BGCOP's Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting BGCOP.

Professional Practices

While the “Pledge” outlines general principles guiding ethical conduct, the following points illustrate important applications that are relevant to every day work. ***The points below are not intended to be all-inclusive. Staff and Volunteers are expected to utilize good judgment in maintaining the highest standards of ethics.***

I. Conflicts of Interest:

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of BGCOP, and will avoid any conduct that may impair my judgment with respect to BGCOP.
- I will not exploit or personally benefit from any donor or funding relationship, volunteer relationship, vendor relationship or organizational committee relationship.
- I will not use my position with BGCOP to obtain special advantage or gain to myself, any person related to me or any other related party.
- I will not make any payment or provide anything of value to any public official in exchange for or because of any official act performed or to be performed (that is, provide any bribe or unlawful gratuity to anyone).
- I will not ask for, accept from or give to any past, current or potential supplier, advisor, vendors, speaker, customer, competitor, or donor any payment, service, gift, or favor other than gifts of a value less than \$100 or that amount allowed by law unless explicitly approved by the Board.
- I will reveal to the Ethics Officers, described below, any perceived, potential or actual conflicts of interest.

II. Assets, Financial Reporting and Transactions:

- I will do my part to ensure that BGCOP complies with prescribed accounting policies and procedures at all times.
- I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not make false or misleading entries in any books, records or reports, invoices, timesheets, expense reports or aid others in doing so.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unlawful, unethical, or inappropriate purpose.

III. Fundraising:

- I will be truthful in communicating with others, including donors and other contributors and will seek to provide factually correct, current and accurate information.
- I will be accurate and truthful in fundraising activities.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will honor our promises by using donated resources in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

IV. Professional Conduct:

- I will not exceed my limits of authority.
- I will treat fellow staff, volunteers, donors, vendors, the public we serve, and other stakeholders with fairness, honesty and respect. This includes refraining from gender, racial or other bias comments or harassment, or sexual or other harassment.
- I will adhere to all BGCOP policies related to behavior, conduct and contact with the youth served by BGCOP.
- I will conduct myself in a professional manner at any BGCOP related function in which I might be considered a representative of BGCOP.
- I will always uphold the law while working at BGCOP. This includes, for example, obeying all state and local laws governing nonprofits. I understand that drug use, fraud, theft, embezzlement, price-fixing, bid-rigging, or any other illicit activities are grounds for immediate termination and possible prosecution by public authorities.
- I will be alert for and report any conduct described above or any other conduct unbecoming to BGCOP by staff members or volunteers.

V. Confidential and Proprietary Information:

- I will abide by the organization's Records Retention policy.
- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my employment or affiliation with BGCOP for the purpose of advancing any private interest or otherwise for personal gain.
- I will not unlawfully or improperly copy any material that has copyright or trademark protection.

VI. Political Activities:

- I will not use any organizational financial resources to improperly influence any political figure or candidate.
- I will not make - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of BGCOP.
- I will not use -- or create the appearance of using - any organizational financial resources to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of BGCOP, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

Reporting and Investigation

Conditions of Employment:

- Upon receipt of the Code of Ethics, each staff member will agree in writing to comply with the Code of Ethics.
- Compliance with the Code of Ethics is a condition of employment for each employee.

Questions and Reporting:

- If a staff member knows of a violation of the Code of Ethics, he/she will immediately report it to one of the Ethics Officers, and should not engage in any fact-finding related to the violation.

- If a staff member is concerned that he/she may not be in compliance with the Code of Ethics, he/she will immediately report it to one of the Ethics Officers, and the Ethics Officers will provide a written response.
- Any supervisor receiving such a report must immediately advise one of the organization's Ethics Officers.
- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting staff member will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- BGCOP's Ethics Officers will promptly investigate all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the investigation and will take whatever corrective action is required. Staff members are expected to cooperate in the investigation.

Disciplinary Action for Violations:

Disciplinary action may be taken for the following violations, and may include dismissal, when appropriate.

- Authorizing or directly participating in actions that violate the Code of Ethics.
- Concealing a violation of the Code of Ethics.
- Failing to detect or report a violation of the Code of Ethics, if such failure reflects inadequate supervision or lack of oversight.
- Refusing to cooperate in the investigation of a violation of the Code of Ethics;
- Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
- Other violations of law not outlined in this Code of Ethics but that may impact a staff member's job performance.

Code of Ethics Certificate

I understand that each BGCOP staff member and volunteer is responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics. The certificate process is mandatory for all BGCOP staff members and volunteers.

I am in compliance with and I have read, understand, and agree to follow the above guidelines.

Printed Name

Signature

Date

Background Check Authorization

for Employees & Volunteers of the Boys & Girls Clubs of the Olympic Peninsula

PLEASE PRINT

Full Name:

First: _____ Middle: _____ Last: _____

Maiden Name and/or other names used:

First: _____ Middle: _____ Last: _____

First: _____ Middle: _____ Last: _____

Current Address:

Email Address: _____

Street: _____

City: _____ State: _____ Zip: _____ Tel: (____) _____

Driver's License Information: License ID: _____ State Issued: _____

Date of Birth: _____ **Place of Birth:** _____

Citizenship: _____ **Social Security No.:** _____

Have you been convicted of anything other than a minor traffic violation? YES ____ NO ____

If yes, please explain:

Signature

Date

For minors, a parent or guardian's signature is required:

Parent/Guardian Signature

Date

If you do not have a
driver's license, include
a copy of your school id or state id.