

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF LONG BEACH

"Wherever you turn, you can find someone who needs you. Even if it is a little thing, do something for which there is no pay but the privilege of doing it." — Albert Schweitzer

Hello Prospective Intern,

On behalf of Boys & Girls Clubs of Long Beach and the youth we serve, I would like to extend a genuine thank you for thinking of our organization in order to complete this most important point in your organization.

Although, you are indeed receiving a reward in the form of your education, please know your service here is also highly valued. The experience, skills, and enthusiasm that you bring add a refreshing dimension to this organization. Though the experience will be challenging at times, rest assured that your efforts will bring enrichment to the lives of our Club members and empower them to become positive role models and leaders in their communities.

This is the first step in the process of changing the lives of our youth. Please read the directions for filling out this volunteer application as well as the steps that will follow.

Completing Application:

1. Please read the application thoroughly and complete all of it as it cannot be processed unless everything is filled out.
2. Type or use standard blue or black ink. If you make a mistake, use minimal correction fluid.
3. Fill out the application completely. If a portion is not applicable to you, please leave it BLANK.
4. Where the application asks for dates, please write a specific date. ("Immediately" or "ASAP" are not acceptable dates)
5. Where the application asks for times, please write a specific time. ("Anytime" is not an acceptable time.)
6. If you are applying for an internship in anticipation of a class at school, it is recommended that you first apply and get accepted into the class before submitting the internship application.

Next Steps:

1. Submit your completed application with a copy of your driver's license to our Volunteer Coordinator:
volunteer@bgclublb.org
Boys & Girls Clubs of Long Beach, c/o Volunteer Coordinator
3635 Long Beach Blvd., Long Beach, CA 90807
2. The volunteer coordinator will connect with you for a pre-screening interview.
3. You are then required to provide a **Livescan Fingerprinting Clearance**, a copy of a Tuberculosis (TB) Clearance, and proof of COVID-19 Vaccine prior to being placed. To find a Livescan Fingerprinting location (possible fee required), please go to **www.bgclublb.org/volunteer**.
4. Prior to starting, you will also be required to participate in an orientation, where you will be given a handbook of our rules and regulations. You will be placed at the location of most need; where your skills and preferences would be of best use. You will receive an email of introduction to the site director of the location where you are placed, informing them of your background check statuses, skills, availability, and start date. This site director will then contact you directly to discuss the details and logistics of your involvement.

If you have any further questions, please do not hesitate to send an email to **volunteer@bgclublb.org**. Make it a great day!

STAFF USE ONLY	
Application Status	<input type="checkbox"/> New <input type="checkbox"/> Renew*
Received By	
Date Received	
Input in System	
Emailed	

*Application must be renewed every year.

PROSPECTIVE INTERN APPLICATION

PLEASE USE STANDARD BLACK OR BLUE INK ONLY

Date of Application: _____

Basic Information

Name: _____ Date of Birth: _____

Ethnicity (used only for grant reporting purposes): _____

Phone Number: _____ Email Address: _____

Street Address: _____

City/Zip: _____

Emergency Contact Name and Relationship: _____

Emergency Contact Phone Number: _____

How did you hear about Boys & Girls Clubs of Long Beach?

☐ College/University ☐ College Club ☐ Partnered Organization ☐ Media (print, TV, Internet)

☐ BGCLB Staff Member ☐ Referred by a friend ☐ Former BGCLB Intern ☐ Other

Specify the above: _____

Internship Information

Name of School/University: _____

Major: _____ Minor: _____

Are you seeking an internship to complete your major/minor? ☐ Yes ☐ No

If no, why are you seeking an internship? _____

If yes, please supply copies of department paperwork. ☐ Included

Instructor's Name: _____

Phone Number: _____ Email Address: _____

Class Name/Number: _____

Internship Coordinator: _____

Phone Number: _____ Email Address: _____

How many hours are you required to complete? _____

Skills & Experience

Do you speak any languages other than English? _____

Do you have any volunteer experience? ☐ Yes ☐ No

If yes, please explain: _____

Commitment

Date Available to Start: _____

Please tell us your availability time during the Clubs hours of operation - 2:00 P.M. – 6:00 P.M., Monday through Friday during the school year. (Ex. 3:00 P.M. – 6:00 P.M.)

Monday	Tuesday	Wednesday	Thursday	Friday

INTERNSHIP RULES, POLICIES, & EXPECTATIONS

PLEASE INITIAL IN COOPERATION

	Intern is at least 18 years of age.
	You are not permitted to be on your cellular phone or any other electronics while volunteering. Permission will be granted only in the event of an emergency.
	Proper dress code must be followed at all times. This includes wearing closed-toe shoes, your name tag and a volunteer t-shirt. Sleeveless shirts, short-shorts, pants with holes, sandals or open-toe shoes, and clothing with offensive words or inappropriate graphics are not permitted .
	Avoid close, physical contact with members; you should never be alone with members or allow members to hang on you or sit on your lap.
	Any accidents or incidents that you witness should be immediately reported to a Boys & Girls Clubs of Long Beach staff member.
	Offensive language, cursing or inappropriate discussion is not permitted.
	Drugs of any kind are not permitted on any premises when interning with BGCLB.
	The internship program takes place only at Club sites and does not encourage or approve of relationships established between volunteers, members, and Club staff outside of official Club programs or activities, including but not limited to text messaging, phone calls, all social media, email, transportation, socializing, or dating relationships.

Failure of any individual to comply with the above policy may result in disciplinary action including but not limited to, a call to your internship coordinator and/or immediate termination of your service at Boys & Girls Clubs of Long Beach and suspension/termination of your internship contract.

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY PERMISSION AND MEDICAL AGREEMENT

IN CONSIDERATION of being permitted to enter Boys & Girls Clubs of Long Beach for any purpose, including but not limited to observation, community service work, volunteer work, use of facilities or equipment, or participation in any way, the undersigned, for himself or herself or any personal representatives, heirs, minors, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering will, inspect such facilities. It is further warranted that such entry to Boys & Girls Clubs of Long Beach for observation, participation or use of any facilities or equipment constitutes an acknowledgment that such premises and all facilities and equipment thereon have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for the purposes of such observation or use. IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER BOYS & GIRLS CLUBS OF LONG BEACH FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION, USE OF FACILITIES OR EQUIPMENT, COMMUNITY SERVICE WORK, VOLUNTEER WORK OR PARTICIPATION IN ANY WAY, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING CONTRACTUAL TERMS AND CONDITIONS:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND AGREES NOT TO SUE Boys & Girls Clubs of Long Beach, its directors, attorneys, officers, employees, agents (hereinafter referred to as "release") from all liability to the undersigned, his personal representatives, assigns, heirs, and the next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by negligence of the releases or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about Boys & Girls Clubs of Long Beach premises or in any way while volunteering or observing facilities or equipment of Boy & Girls Clubs of Long Beach whether caused by negligence of the releases or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to negligence of release or otherwise while in, about or upon the premises of Boys & Girls Clubs of Long Beach and/or while using the premises or any facilities or equipment hereon.
4. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases against all liability cost or expense for attorney's fees and all incidental and consequential damages resulting to Boys & Girls Clubs of Long Beach from such claims, lawsuits or liens. In the event any suit on any claim is brought against Boys & Girls Clubs of Long Beach, the undersigned shall defend said suit at undersigned's own cost and expense, and shall pay and satisfy any such lien or judgement as may be established by the decision of the court in such suit.
5. MEDICAL AUTHORIZATION. In the event Boys & Girls Clubs of Long Beach is unable to secure my associates' or my consent in case of a medical emergency, I hereby give Boys & Girls Clubs of Long Beach and its representatives permission to secure proper medical care and assistance for my associates or myself, including, but not limited to, hospitalization, treatment, medication or X-rays. I further authorize any treating physician to use his or her discretion in providing emergency treatment. I agree to pay the costs of all such medical care.
6. PHOTOGRAPHS/SURVEYS. THE UNDERSIGNED AGREES TO CONSENT IN ADVANCE. I hereby release, discharge, and agree to hold harmless Long Beach Unified School District and Boys & Girls Clubs of Long Beach and those acting under its permission from any liability to the extent permitted by law, for the preparation, distribution and use of photos, videos, surveys and/or sound recordings.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE AND WAIVER OF LIABILITY AND INDEMNITY PERMISSION AND MEDICAL AGREEMENT, is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held valid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY PERMISSION AND MEDICAL AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement, have been made.

☐ I HAVE READ THIS RELEASE

Signature: _____
Prospective Intern

Date: _____