



## SKILLS & EXPERIENCES

Do you have any past or present volunteer experience? If yes, please describe. \_\_\_\_\_

\_\_\_\_\_

What is your educational background? \_\_\_\_\_

What is your occupation? \_\_\_\_\_

Current Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

What sorts of hobbies, interests and activities do you enjoy? \_\_\_\_\_

\_\_\_\_\_

Please list the names and phone numbers of two people who know you well and can attest to your character, skill and dependability (please do not list relatives).

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

## Availability

This section will help determine the best days and times for your volunteer activity.

Please mark all the days and times you will be available to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday
Time Available					

## Commitment

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

\_\_\_\_\_ One Time                      \_\_\_\_\_ 6 Months – 9 Months                      \_\_\_\_\_ 3 Months – 6 Months  
\_\_\_\_\_ 6 Weeks – 3 Months                      \_\_\_\_\_ 9 Months – 1 Year                      \_\_\_\_\_ Other Time Commitment

List any other possible time commitment \_\_\_\_\_

## INTEREST INVENTORY

Members of the Boys & Girls Clubs range from ages 6 to 18. Which age groups would you most enjoy?  
Check as many as you like.

- 6 to 10                       11 to 13                       14 to 18                       Any Age

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

### Special Events

- Spring for the Kids* Auction (Portland Area)       Steak & Burger Dinner (Portland)       Golf Tournament (L/A Area)
- Take Photographs at Events       Other Special Events (one-time events)

### Administrative Assistance

- General Office Assistance (filing, copying, etc.)       Receptionist Assistance (answer phone, take mgs)       Database Updating (electronic filing)
- Mass Mailings Assistance (folding, stuffing, labeling)       Newspaper Clippings (BGCSM related)       Volunteer Coordinator (Assist in organizing vol)

### Direct Work with Members

- Homework Help (one-on-one or group tutoring; or reading to a member)       Physical Fitness (play gym games w/ members or teach a fitness activity)
- Social Recreation (play w/ members in the gamesroom)       Facilitate workshops for youth (areas of focus: education, employment, life skills, etc)
- Leadership Group Coordinator (assist Torch or Keystone Clubs etc)       Chaperoning A Field Trip
- Assist in Serving Daily Snack/Dinner to Members       Share Technical or Creative Skills (computer; drama, music, arts, swimming; cooking, science, etc)

Activities not listed above that I am interested in: \_\_\_\_\_

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## Understanding and Authorization

I certify that all the answers on the application and any attachments are true and complete to the best of my knowledge. I also certify that I have not withheld any pertinent information.

I understand that I have no expectation of compensation for the volunteering I do at Boys & Girls Clubs of Southern Maine.

I agree that in the course of considering my application, you may inquire to verify information considering my background. I specifically authorize you to investigate all statements in this application. I also authorize the Boys & Girls Clubs of Southern Maine (BGCSM) to conduct criminal-records checks or any other background checks deemed necessary to determine my suitability for volunteer services. I further agree to release and hold harmless all of those employers, references, academic institutions and BGCSM from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for volunteer services with BGCSM.

I hereby acknowledge that I have read and understood the preceding statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Sydney Williams  
Volunteer Coordinator  
Boys & Girls Clubs of Southern Maine  
PO Box 7830  
Portland, ME 04112

[www.bgcmaine.org](http://www.bgcmaine.org)

.....office use only.....

Personal References Checked: No. 1: \_\_\_\_\_ No 2: \_\_\_\_\_

Police Record Check Sent to MSPD: \_\_\_\_\_ Confirmed: \_\_\_\_\_

Volunteer Accepted/Denied - Notified: \_\_\_\_\_

Orientation Scheduled - Date/Time: \_\_\_\_\_

Placement Beginning Date: \_\_\_\_\_

Position: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_