

Do you have friends or family that currently work for Boys & Girls Clubs of Emerald Valley?

Yes No

If yes, explain: _____

Interests

List previous volunteer experience(s) and affiliation to the community of Eugene:

Why would you like to volunteer for the Boys & Girls Clubs of Emerald Valley?

Location Preference & Availability

Select the site(s) you are interested in volunteering

- Eugene Clubhouse – 1545 West 22nd Ave, Eugene, OR. 97405
- Bethel Clubhouse - Prairie Mountain School, 5305 Royal Ave, Eugene, OR 97402

Days and Times Available to Volunteer

<i>Days</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Hours</i>					

Onboarding Policy Agreement

Background Check Policy

All Boys & Girls Clubs of Emerald Valley are subject to background checks. All volunteers may be subject to ongoing background checks during their service. Background checks will be conducted in accordance with applicable law and may include, but are not limited to, checks of a volunteer's driver's license, National Sex Offender searches, state and federal criminal record searches. Offenses or convictions may prevent on-going employment.



AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit VeriScreen, Inc. aka VeriRent to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 3 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I am entitled to know if employment or promotion is denied because of information obtained by my prospective employer from a Consumer Reporting Agency.

I agree that a copy of this authorization has the same effect as an original and if my application is accepted I understand that VeriScreen will be allowed to perform a background check on a yearly/quarterly or during the process of determining a promotion, re-certification, continued qualification or as the result of reasonable suspicion.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I authorize VeriScreen, Inc. aka VeriRent to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment. **NOTE:** Except for those states where an annual release is required, i.e. California (CALIFORNIA-Continuing consent concept is inapplicable and a separate authorization must be requested each time a report is ordered. - CA Civ. Code 1786.22)

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address, and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available to you should you suspect or find that the Company has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

California applicants or employees only: By signing below you also acknowledge receipt of the Notice Regarding Background Investigation Pursuant to California Law. Please check this box and return this page if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California Law.

Minnesota and Oklahoma applicants or employees only: Please check this box and return this page if you would like to receive a copy of a consumer report if one is obtained by the Company.

Full Name: _____

(Please print clearly)

Signature

Date

Address: _____ City: _____ State: _____ Zip: _____

International Address: If Applicable _____

DOB: _____ SS# _____ Driver's License Number: _____

Email: _____

Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes

Please list all additional addresses where you have lived in the last 10 years with the approximate dates.

Address

Dates



BOYS & GIRLS CLUBS
OF EMERALD VALLEY

Boys & Girls Clubs of Emerald Valley

STAFF and VOLUNTEER CODE OF CONDUCT

The safety and wellbeing of every Club member (youth) is the top priority of the Boys & Girls Clubs of Emerald Valley (BGCEV). All employees and volunteers, as well as all individuals who work with or have contact with youth, are required to observe and abide by the established safety standards and policies. ***Any unsafe situation observed by an employee, volunteer or member should be brought to the attention of a supervisor immediately.*** Additionally, the BGCEV is committed to preventing and reporting any instances of child abuse/neglect including sexual abuse, sexual misconduct and sexual exploitation.

BGCEV's reputation has been built on excellent youth development service, quality work, and a dedication to high standards of conduct. To maintain this reputation requires the vigilance and active participation of every employee and volunteer. The opinions and attitudes that people have toward the Club may be influenced for a long period of time by the behavior and actions of just one employee or volunteer.

Each employee or volunteer must be sensitive to the importance of providing fair and courteous treatment in all working relationships, projecting a professional image, and maintaining the standards of conduct expected by all Club employees and volunteers. While the BGCEV encourages the cultivation of positive relationships between youth, employees, and volunteers; all individuals who work with or have contact with youth are expected to use good judgment and are reminded to diligently adhere to the rules/policies including, but not limited to, the following:

General

- Everyone will be treated with respect at all times
- Everyone will be treated fairly, regardless of race, cultural practice, gender or gender expression, age, religion, sexual orientation
- Club staff and volunteers will not use profane or vulgar language or engage in verbal abuse that is unacceptable in any context, such as slurs about race, gender or gender expression, ethnicity, sexual orientation or speaking in sexual innuendo
- Club staff and volunteers will respect the sensitivities of one another and will refrain from using words or phrases that have been identified by another individual as being inappropriate, insensitive, or disrespectful
- Club staff and volunteers will not stare at, or comment on another individual's body
- All forms of bullying between members or staff are unacceptable and to be treated seriously and dealt with promptly
- In disciplining a child, no physical contact is allowed between Club staff/volunteers and members
- Youth should never go unsupervised while attending the Club. One or more staff/volunteer must be present at all times to supervise youth.
- Do not allow youth to have or use staff Club keys or radios
- Do not allow youth to enter maintenance closets, storage rooms, and other non-member spaces
- Keep all unoccupied room doors locked and shut
- Ensure all external doors remain closed and shut at all times, do not prop external doors open
- Club staff and volunteers will prevent members from leaving the Club with an unauthorized person unless that child has documented privileges to do so
- Club staff and volunteers will administer medication to members only in accordance with established policies

- Club staff and volunteers will not engage in any activity that creates a public scandal or risk damaging the reputation of the organization

I. Child Safety

- **All staff and volunteers are mandatory reporters of all forms of suspected child abuse and neglect in the State of Oregon.** All reports must be put in writing and shared with Club Director & CEO and then file report with the state of Oregon by calling 1-855-503-7233 (SAFE).
- Club staff and volunteers will not abuse children (including their own) in any way including, but not limited to; physical abuse, verbal abuse, sexual abuse, mental or emotional abuse, neglect (withholding food or water)
- Avoid one-on-one situations with youth. Practice the rule of three at all times. Ensure there is at least three people present when interacting with Club youth.
- Club staff will ensure that no volunteers or staff have unsupervised contact with members
- Club staff and volunteers will not engage in any activity with a member or members behind locked doors
- Encourage and enforce proper personal boundaries between all persons at the Club.
- Avoid displaying or practicing favoritism or intimacy with any youth.
- Avoid inappropriate materials, language, gestures or touching.
- Restrooms must be clear of all youth before use by an adult or another child.
- Do NOT engage in any behaviors, either directly or indirectly, with a youth(s) or in the presence of a youth(s) that are unprofessional, unethical, illegal, immoral, or exploitative.

II. Technology and Other Media

The following are **NOT** allowed:

- Communications to other staff or youth that is unprofessional, inappropriate or unwholesome
- Communications with youth by cell phone, text, email and instant message except via staff Club email address and CC'ing your supervisor
- Viewing or having any material that is sexually explicit, provocative, inappropriate, unwholesome or unprofessional on any computer, tablet, or cell phone in the Clubhouse or any computer, cell phone, or device owned by BGCEV
- Sharing personal cell phone number, email, instant message or social media addresses with youth
- Communication with youth through social media platforms except via the Club's social media pages (ex. Facebook, Instagram, TikTok) or on gaming platforms (ex. Xbox, PlayStation etc)
- Sharing any magazines, literature, photos, videos or music with youth that would be considered inappropriate or "adult" in nature. Such materials shall not be present or viewed on Club premises.
- Any inappropriate personal photos in their office or on their person

III. Physical Contact

- Utilize verbal expressions of approval and encouragement in lieu of physical contact, whenever possible.
- Staff/volunteers should limit physical contact with youth to fist bumps or "high-fives."
- Side hugs, pats on the back, or placing arms around the shoulders of a youth should only be done infrequently, in public, and plain view of others.
- Do not let youth hang on you, play with your hair, sit in your lap, or give backrub/massage.
- Do not touch youth through a pat on the buttocks, backrub, massage or other similar touching.
- Physical contact between staff or volunteers and youth during athletic activities must be Club-supervised.

IV. Verbal Communication

The following are **NOT** allowed:

- Using language of a sexual, vulgar or provocative nature
- Speaking in a teasing, deriding or sarcastic tone
- Sharing personal information with youth, such as one's love life, sex life, romances or other similar information

- Sharing your personal phone number with a youth or their family without written permission from a supervisor and CEO
- Communications with youth by telephone/cell phone for social or any other purposes except for Club matters

V. Off-Campus Contact

- ***Meeting with or being in the company of youth(s) off Club/Site premises is NOT allowable***

The following actions are **prohibited** unless approved in advance by your Club director or supervisor:

- Performing any service for the family of a youth
- Sharing any activity that is not Club-sponsored with the family of a youth
- Entertaining or socializing with youth in your own home or off Club property
- Entering the home of a youth

VI. The Appearance of Impropriety

- There are few, if any, instances when staff needs to be alone (one on one) with a youth
- If you confer with a youth, the office or room door must always be open and at least one other staff must be aware the meeting is occurring and within earshot, even if the member wishes to speak in confidence.
- Do not let youth wear your clothes, personal items, or have access to your personal belongings.
- Do not use the restroom unless all youth have exited and you have hung staff restroom pass.
- Avoid remaining at the Club/Site with youth(s) after the last senior leadership leaves the Club/Site. There may be exceptions, however you must have proper approval from a Club/Site Supervisor.
- Avoid giving youth(s) gifts, rewards, or incentives that are not Club/Site related and for which it is directly or implicitly suggested that a youth(s) is (are) to say or do something in return.
- Avoid being alone in a locker room with a youth who is showering or changing clothes.

VII. Transportation/Travel

- Staff may not drive alone in a vehicle with a youth. There must be at least one other staff member or youth at all times. Always practice the rule of three.
- Club staff will not drive carelessly in a Club vehicle, and will report all accidents or incidents immediately, as soon as the safety of the driver and any passengers is secure
- Club staff and volunteers should not provide rides to members in a personal vehicle
- On Club trips, adult staff shall never share a room with a youth or be alone in a room with youth(s).
- On Club trips, beds, blankets or sleeping bags should not be shared between staff and youth.

VIII. Secrets and Confidentiality

- If a youth asks a staff member not to reveal a secret, the staff member should advise the youth that in some instances they may be required to reveal the secret, especially if the secret carries potential harm to themselves or others. In such cases the staff must reveal it to the proper authorities ex. child abuse.

IX. Drugs, Alcohol, Tobacco

- The BGCEV is an alcohol, drug, marijuana and tobacco free workplace. Use of tobacco products or smoking-simulated devices is not permitted in or near any BGCEV facility or asset.
- All staff, volunteers, youth, and visitors must not use or be under the influence of alcohol, marijuana, or illegal substances on Club property, utilizing Club assets, or while working with Club members

X. Accusations of Impropriety

- Record keeping is a necessary means of protecting all staff and youth. If you are witness to an incident that is the basis of such an accusation or accused of impropriety, write down all details (date, time, who was present, who

said what, who did what) before the memory fades and submit the written record to the Club Director and CEO.

- In the course of an investigation into accusations of impropriety, you must never withhold information or provide false or misleading information out of loyalty to a friend or co-worker.
- Club staff and volunteers will fully cooperate with authorities if allegations of abuse are being investigated
- All staff and volunteers hold positions of responsibility, and your first obligation is to the emotional, physical and mental well-being of the youth who are entrusted to your care.



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STAFF and VOLUNTEER CODE OF CONDUCT

Even though the intent of the employee/volunteer/individual may be purely professional, those who engage in behavior(s) contrary to those outlined in the staff and volunteer code of conduct, either directly or indirectly with a youth or in the presence of a youth or coworker/volunteer, are subjecting themselves to all possible perceptions of impropriety and the consequences.

Employees/Volunteers/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the BGCEV is obligated and will investigate the allegations and, as warranted, notify appropriate legal authorities and/or agencies as well as take appropriate administrative and/or disciplinary action including and up to termination.

By signing the BGCEV Staff and Volunteer Code of Conduct, I understand what is expected of me and will abide by all of the policies and expectations outlined in this document. I also understand that failure to comply with all of the policies in the code of conduct will result in disciplinary action including and up to termination.

Volunteer Printed Full Name

Volunteer Signature

Date

Club Director Signature