



YMCA OF NORTHERN ROCK COUNTY
221 Dodge Street
Janesville, WI 53548

608-754-6654 phone
 608-754-9024 fax
 www.ymcajanesville.org

VOLUNTEER APPLICATION

****Please print****

Driver's License: _____ Social Security number: _____

Name: _____ Male Female
(first) (middle initial) (last)

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Day: _____ Evening: _____ Cell: _____

E-mail: _____

Maiden Name/Names previously used: _____

Previous States Lived in the last seven years: _____

Have you ever been convicted of a felony, or for child abuse or sex-related crime? _____ Yes _____ No

If yes, please state the nature of offense, date and disposition: _____

Are you 18 years of age or over? No Yes Birth Date: _____
(If under 18, Parent/Guardian must also sign Volunteer Application)

Emergency Contact #1:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____ Cell: _____

Physician/Clinic: _____

Emergency Contact #2:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____ Cell: _____

Physician/Clinic: _____

Interests

How did you learn about volunteer opportunities at the YMCA Northern Rock County? _____

Why would you like to volunteer? _____

Have you heard about any particular volunteer opportunities that interest you? _____

Are there any particular skills, talents, or interests you would like to share? _____

What other organizations have you volunteered for, if any? _____

Are you a member of a YMCA (membership is not required)? No Yes

Location, Times & Days Available

Name of **branch** and /or **location** that you would like to volunteer for: _____

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

Education

Note: Formal education is not required to be a volunteer. We welcome experience of all kinds!

| | Name & Location | Start/End dates | Degree/diploma |
|-------------|-----------------|-----------------|----------------|
| High School | | | |
| College | | | |
| Other | | | |

Employment History

Please list your last two employers, starting with the most recent:

- 1. Name/address of organization: _____
 From when to when? _____
 Job title / Duties: _____
 Name and title of immediate supervisor: _____
- 2. Name/address of organization: _____
 From when to when? _____
 Job title / Duties: _____
 Name and title of immediate supervisor: _____

References

Please list three people **besides relatives and employers** whom you have known for at least two years and who know you well enough to provide a character reference.

- 1. Name: _____
 Address: _____
 Telephone: _____ Relationship to you: _____
 How long have you known this reference? _____
- 2. Name: _____
 Address: _____
 Telephone: _____ Relationship to you: _____
 How long have you known this reference? _____
- 3. Name: _____
 Address: _____
 Telephone: _____ Relationship to you: _____
 How long have you known this reference? _____

Please list the names of relatives, friends, or acquaintances employed by the YMCA and their relationship to you.

| <u>Name of Person</u> | <u>YMCA Branch</u> | <u>Relationship</u> | <u>Phone #</u> |
|-----------------------|--------------------|---------------------|----------------|
| | | | |
| | | | |
| | | | |

Race/Ethnic Group: Please check one

Completing this information will allow us to know volunteer demographics and. is completely voluntary.

- Caucasian (White) African American Hispanic American Indian / Alaskan
- Asian / Pacific Islands Multi – Racial Other _____

YMCA Northern Rock County – Volunteer Code of Ethics and Rules

The YMCA Northern Rock County believes in providing children with an environment where the children feel safe and treated with respect. All volunteers must abide by the following code of Ethics and Rules:

1. In order to protect YMCA staff, volunteers and program participants, at no time during a YMCA program may a volunteer be alone with a child where they cannot be observed by others.
2. Volunteers are prohibited from smoking or use of tobacco products in the presence of children is prohibited.
3. Volunteers are prohibited from using, possessing, or being under the influence of alcohol or illegal drugs.
4. Volunteers are prohibited from demonstrating any type of abuse towards children including:
 - a. Physical Abuse-Strike, shake, slap.
 - b. Verbal Abuse-Humiliate degrade, threaten.
 - c. Sexual Abuse- Including inappropriate touching and exposure.
 - d. Mental Abuse-Inconsistent standards, communicating one behavior and rewarding the opposite.
5. Volunteers must treat children of all races, religion, and culture with respect and consideration.
6. Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison or criticism.
7. Volunteers shall abstain from humiliating or frightening discipline techniques.
8. Volunteers are to abstain from using profanity in the presence of children or parents.
9. Volunteers will refrain from inappropriate display of affection toward others in the presence of the children, parents and staff.
10. Monetary and expensive gifts to volunteers are prohibited.
11. Volunteers must be free of physical and psychological conditions that might adversely affect the children's health, including significant fever or contagious conditions.
12. Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact, and maturity.
13. Inviting children to a volunteer's home without full knowledge of the child's parents and without another adult present at all times is strictly prohibited.
14. Wisconsin State law requires that all citizens report any suspected abuse or neglect of a child to a law enforcement agency. We also request that you notify the YMCA at (608) 754-6654 Business Office (your identity is confidential).

I have read and understand the YMCA Northern Rock County Code of Ethics and Rules. I understand I will be relieved of my volunteer duties if I violate any of the YMCA Northern Rock County Code of Ethics and Rules.

Applicant's Name (Please print)

Applicant Signature

Parent/Guardian Signature (if Applicant is under 18)

Date

Date

YMCA Northern Rock County – Standard of Conduct for Volunteers

In keeping with the YMCA values of Honesty, Caring, Respect, and Responsibility, the YMCA Northern Rock County is committed to conducting its business affairs honestly and with integrity. This commitment applies to our relationships with customers, members, vendors, employees, volunteers and competitors. Each employee or volunteer must maintain the highest standards of personal and professional ethics. These rules, practices, and policies concerning conduct and behavior (“Standards”) are instrumental to the continued success of the YMCA Northern Rock County.

An employee or volunteer should not conduct business in a manner that is not in the full spirit of honest and ethical behavior, nor should an employee or volunteer cause another employee or volunteer, or non-employee, to act or behave in such a manner, either through inducement, suggestion, or coercion.

Each employee or volunteer is expected to report suspected dishonest activities by other employees or volunteers to their manager / supervisor. Failure to report such activities is considered a violation of the Standards. Knowingly submitting false information is also considered a violation of the Standards.

Initiating or encouraging reprisal action against an employee, volunteer, or other person who, in good faith, reports known or suspected Standards violations is prohibited.

An employee or volunteer’s failure to follow the Standard rules, practices, policies, guidelines or other YMCA standards, or policies mentioned in the employee handbook will result in disciplinary action, which may include immediate termination. Any action taken will be at the sole discretion of the YMCA Northern Rock County. Disciplinary action may include informal or verbal counseling (verbal warnings), written counseling (written warnings), suspension, termination of employment, or termination of volunteering.

Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of the above standard of conduct. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I certify that my current and continued volunteering is based in part upon my willingness to abide by and follow the YMCA Northern Rock County policies, rules, regulations, and procedures.

Applicant’s Name (Please print)

Applicant Signature

Date

Parent/Guardian Signature (if Applicant is under 18)

Date

INSURANCE INFORMATION

Thank you for requesting to volunteer your time with the YMCA of Northern Rock County. We hope this will prove to be a rewarding experience for you. As a volunteer, you are not covered by the YMCA’s Worker Compensation program. You are, therefore, urged to have your own health insurance in the event you are injured while performing your volunteer duties.

I have read and understand the above information on Volunteers & Insurance.

Applicant’s Name (Please print)

Applicant Signature

Date

Parent/Guardian Signature (if Applicant is under 18)

Date

Applicant Acknowledgement

In the YMCA of Northern Rock County's efforts to attract the highest quality volunteer staff, I have been advised that, as a part of the application process for volunteer service with the YMCA, an extensive inquiry will be made concerning my prior employment, activities, character, and health, and I fully consent to and authorize all such inquiries.

- **I understand that the YMCA Northern Rock County reserves the right to conduct, at any time, a criminal history record verification, background check and/or reference check.**

If the YMCA of Northern Rock County accepts my volunteer service, I will comply with all current policies and those established from time to time by the organization. I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made concerning my background, experience, and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent and it is in my interest that I be considered for volunteer service. I understand that my continued involvement as a volunteer is contingent upon a clean criminal history background check. I understand that for some volunteer assignments, health screenings are required by law, and for such assignments my involvement as a volunteer will be contingent upon passing the health screenings or otherwise meeting licensing standards.

I understand that it is this YMCA's policy to secure criminal history information as a part of the screening process for volunteers. I have provided the preceding information for the sole purpose of the YMCA's obtaining a criminal history file search. I understand that the YMCA of Northern Rock County does not condone child abusers and that the YMCA of Northern Rock County will be seeking information in my background related to child abuse.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for volunteer service or, after my service begins, may be cause for termination.

I understand that the YMCA will take seriously any allegations or suspicions of child abuse and will report such allegations to the police and state agencies for investigation.

I also understand that the YMCA strongly discourages any fraternization outside of YMCA programs between volunteer staff members and youth participants. I understand that if a volunteer wishes to fraternize due to a family relationship or longstanding friendship with a participant or the participant's family, such fraternization should be disclosed to the volunteer's immediate supervisor. Furthermore, it should not take place without the presence of another adult.

I understand that written approval of such fraternization must be obtained from the supervisor or another YMCA representative. All other personal contact between volunteer staff members and youth participants is prohibited.

I understand and agree that if my service as a volunteer is accepted, there is no contract period for volunteer service and my volunteer service would be solely "at will," giving either me or the YMCA the right to terminate my volunteer service at any time without liability or obligation. I further understand that neither the policies, rules or regulations of volunteering nor anything said during the interview process shall be deemed to constitute the terms of an employment contract.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

Applicant's Name (Please print)

Applicant Signature

Parent/Guardian Signature (if Applicant is under 18)

Date

Date