

Applicant's Name (last name first): _____

Date: _____

Volunteer Application

Boys & Girls Clubs of Garden Grove, Inc.



BOYS & GIRLS CLUBS
OF GARDEN GROVE

OUR MISSION STATEMENT - To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

OUR VISION - To assure that the children and youth who attend our programs become competent adults, caring parents and responsible citizens.

- In support of this, we are committed to:
- Offering safe, enriching activities with professional, caring adults in a positive environment
- Making achievement in school a priority and a reality
- Focusing on the development of the whole child through family foundations and community partnerships.



Boys & Girls Clubs of Garden Grove, Inc.
10540 Chapman Avenue
Garden Grove, CA 92840

To Help You Know More About Us . . .

As the Boys & Girls Clubs of Garden Grove embarks on 2008, it continues to provide positive places for children to go during non-school hours, particularly when there is no adult at home, since 1956!

Boys & Girls Clubs of Garden Grove has grown through the past five decades to meet the special needs of the children and families in our community. Currently, we administer 55 program sites for children and youth, ages 18 months to 18 years; or, as we like to say: "Diapers to Diplomas!"

These include five school-age centers: **Boys and Girls Club, Edgar Branch, Stanford Branch, Patton Branch, and Clinton Branch.** These sites serve more than 1,500 boys and girls (5 -17 years old) every day, from 6:30 a.m. until 6:30 p.m., year-round. Evening and weekend activities are provided for teens.

Our **School IMPACT Programs** (Innovative, **Meaningful Partnerships to Advance Children & Teens**) proudly collaborate with Garden Grove Unified School District at forty-nine additional school sites serving over 1,500 students daily to provide **After School Enrichment Programs.**

REACH for Literacy (Reading **E**ducation for **A**dults and **C**hildren) English language instruction for parents, offering language instruction and homework assistance to children 2 years old to 8th grade is also provided at ten school sites throughout the week. **REACH** hopes to increase literacy in the home, empowering parents as their child's first teacher and most important role models.

Our **Family Campus** provides licensed toddler and preschool childcare and school readiness for more than 100 children daily, as well as enrichment programs, school readiness programs, and parent workshops.

Families can also come to us when they are in crisis, through our **Family and Youth Outreach** services located at Garden Grove's Juvenile Justice Center and the **Tuancy Reduction Center** at Hare High School. These programs are designed to accommodate critical needs of our community, offering a referral program, truancy reduction services, parent education classes, family support, juvenile offender education, drug education, and individual and family counseling.

Our partnership with Children's Hospital of Orange County, Healthy Smiles for Kids of Orange County, and The Children and Families Commission of Orange County brings needed pediatric medical, vision, and dental services to children. BGC GG offers the **ARCHES** (**A**ccess to **R**esources for **C**hildren's **H**ealth, **E**ducation and **S**upport) **Program** at the Health Center focusing on family support. **ARCHES** enhances and complements the traditional children's health service delivery model by expanding services to ensure that the needs of the whole child are met.

We realize that our role is important in today's world, because families truly depend on us to take an active part in their children's lives. Now, more than ever, the children of our community and their families are in need of additional support to help kids succeed in life. Boys & Girls Clubs of Garden Grove is a leading advocate for quality programs to meet this critical need.

The Boys & Girls Clubs of Garden Grove is a proud member of Boys & Girls Clubs of America, which serves more than 4.4 million children at over 3,700 club locations in the United States and abroad.

The Positive Place For Kids

AN AGENCY OF ORANGE COUNTY'S UNITED WAY

10540 Chapman Avenue - Garden Grove, CA 92840
(714) 530-0430 - FAX (714) 530-0431
www.bgcgg.org

Volunteer Application _____ Boys & Girls Clubs of Garden Grove, Inc. _____

We consider applicants for all positions without regard to age, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sexual orientation or sex of any person or any other legally protected status pursuant to CALIFORNIA'S FAIR EMPLOYMENT PRACTICES AND HOUSING ACT, CALIFORNIA LABOR CODE and other relevant federal, state and local laws.



Name: _____ Social Security Number: _____
First Middle Last

Street Address: _____ Apt. No.: _____

City: _____ State: _____ Zip: _____ Phone: () _____

Have you ever applied to The Boys & Girls Clubs of Garden Grove? _____ No _____ Yes Give Dates: _____

Have you ever volunteered for The Boys & Girls Clubs of Garden Grove? _____ No _____ Yes Give Dates: _____

If Yes, Club name and reason for leaving: _____

How did you hear about this volunteer opportunity? _____

Do you have any relatives in our employ? _____ No _____ Yes

If yes, please list name and Club location: _____

AVAILABILITY FOR VOLUNTEERING

Date you are available to start volunteering: _____ Total hours available per week: _____

Date / Time Available: Mon - _____ / Tue - _____ / Wed - _____ / Thurs - _____ / Fri - _____

If approved, can you provide proof of identity and authorization to volunteer in the U.S.? _____ Yes _____ No

As an adult, have you ever been convicted (or are currently out on bail or out on your own recognizance pending trial) of a felony, or misdemeanor other than a traffic violation? _____ No _____ Yes If yes, please explain: _____

(A criminal record does not constitute automatic bar to a volunteer opportunity, but will be considered in terms of the duties performed).

EDUCATION

Education	Name / Address of school	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Community College				
College / University				
Graduate / Professional				
Other / Specify				

EMPLOYMENT EXPERIENCE AND REFERENCES

List all positions you have held in the past ten (10) years. Account for volunteer, part-time military, summer positions, and periods of unemployment, etc. It is critical that you provide complete information. List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS**. **DO NOT WRITE "SEE RESUME"**. Start with you present or most recent position and work backwards.

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone Number(s):			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for leaving:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

Name:	Phone:	Relationship:
Address:		

Name:	Phone:	Relationship:
Address:		

Name:	Phone:	Relationship:
Address:		

VOLUNTEER OPPORTUNITIES YOU ARE INTERESTED IN

_____	Appliance Repair	_____	Korean Language Assistance
_____	Art Instruction	_____	Library Assistant
_____	Beach Clean-Up	_____	Literacy Tutoring - Adults
_____	Bookkeeping / Record Keeping	_____	Maintenance
_____	Braille Language Assistance	_____	Mentoring
_____	Bulk Mailing / Stuffing Envelopes	_____	Museum Assistant
_____	Cambodian Language Assistance	_____	Music Instrument Repair
_____	Classroom / Child-Care Assistance	_____	Office Accounting
_____	Coach / Leader in Recreation Activities	_____	Performers
_____	Computer Information Analysis	_____	Plumbing
_____	Computer Programming	_____	Printing / Typesetting
_____	Computer Technician	_____	Public Relations / Marketing
_____	Conducting Surveys / Research	_____	Public Speaking
_____	Construction, Painting, Carpentry	_____	Receptionist / Telephone Duties
_____	Cultural Sensitivity Training	_____	Researcher (Subject: _____)
_____	Dance / Exercise Instructor	_____	Software Training
_____	Data Entry	_____	Spanish Language Assistance
_____	Decorator / Designer	_____	Sporting / Recreation Assistant
_____	Driving	_____	Teaching a Craft
_____	Electrician	_____	Tree Planting
_____	Entertainer / Artist	_____	Tutoring of Basic School Subjects
_____	Event Planner	_____	Vietnamese Language Assistance
_____	Fund-Raiser, Special Events	_____	Volunteer Coordinator
_____	Gardening	_____	Wood Work
_____	General Typing	_____	Work Study - Internships
_____	Grant Writer	_____	Writing / Editing / Proofreading
_____	Graphic Design	_____	Other: _____
_____	Graffiti Removal	_____	

Applicant Statement

I certify that I have not knowingly withheld any information that might adversely affect my chances to volunteer and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that an omission or misstatement of material fact on this application or on any document used to secure a volunteer opportunity shall be grounds for rejection of this application, regardless of the time elapsed before discovery.

I agree to be fingerprinted and to furnish proof of age, identity and legal right to work in the United States, as may be directed. I hereby authorize this organization to thoroughly investigate my references, work record, education, and other matters related to my suitability for volunteer work and, further, authorize the references I have listed to disclose to the organization any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

This application for a volunteer opportunity shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of a volunteer assignment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the organization.

Signature of Applicant

Date

