YMCA of Greater Tulsa
Volunteer Checklist

_____ Application

_____ Reference checks (3)

_____ Criminal background check (for those 18 & older)

_____ Sign off sheet for: Code of Conduct, Position on Child Abuse & Public Image Guidelines, Drug & Alcohol Free Workplace Policy.

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_____ Give volunteer directions to take the online Child Abuse Prevention training (for those 18 & older if working specifically with children)

_____ Give volunteer the Code of Conduct, Alcohol & Drug Free Workplace Policy, & Public Image Guidelines to take with them.

Please make sure that all forms are fully completed. These are legal documents that make up a volunteer's personnel file and are subject to audit and to being subpoenaed by courts. Thank you!

Revised July 2013

YMCA of Greater Tulsa
Volunteer Application

YMCA Mission: To put Christian principles into practice through programs that build a healthy spirit, mind, & body for all.
Equal Opportunity Employer

I would like to volunteer at:

- ☐ Camp Takatoka
- ☐ Dickenson
- ☐ Downtown
- ☐ Hutcherson
- ☐ Owasso
- ☐ South
- ☐ Thornton
- ☐ Westside
- ☐ Bixby
- ☐ Union

The YMCA makes an active effort to prevent abuse, so, even though we may know you well, we reserve the right to conduct appropriate background and reference checks on all volunteers. This is just one of the many ways we help protect children and other vulnerable people served by the YMCA.

Thanks for your cooperation in this effort and your interest in the YMCA. If you have any questions please contact the YMCA.

Last Name	First Name		Email Address	
Current Address	City	State	Zip	Phone

Have you ever been convicted of a felony, convcited as a pedophile, or for child abuse or sex-related crimes? ☐ Yes ☐ No

If yes, please explain:

Note: A conviction will not necessarily disqualify you, however, if you fail to disclose any information or give a false answer you may be disqualified.

Emergency Contact

Last Name	First Name	Phone number

Volunteer or Employment Record

Please complete in detail starting with your most recent employer. If you have not been working please list volunteer positions starting with your

Employer	Supervisor	Years employed
Phone number	Position held	Reason for leaving
Employer	Supervisor	Years employed
Phone number	Position held	Reason for leaving
Employer	Supervisor	Years employed
Phone number	Position held	Reason for leaving

References:

Please list the names, occupation, and telephone numbers of 5 people; One should be a personal reference (relative, etc.). At least one reference must be male and one must be female. Your references should know you well enough to provide us sufficient information.

Name	Occupation	Phone number
Name	Occupation	Phone number
Name	Occupation	Phone number
Name	Occupation	Phone number
Name	Occupation	Phone number

Formal/Informal Training

Please describe any training, courses of study, extended education, etc. that you have had that are relevant to this volunteer position:

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General Questions

What do you hope to gain from volunteering? _____

What age group of children do you prefer to work with? _____

What is your philosophy about discipline? _____

What do you do when you are upset or angry about something? _____

Describe other organizations, clubs, etc. where you are/were involved with children? _____

Volunteer Interest

I am most interested volunteering in: (mark all that apply)

- ☐ Aquatics (swim lessons, lifeguard, etc.)
- ☐ Camping (day, overnight, family)
- ☐ Childcare (preschool, after school, tutoring, etc.)
- ☐ Member Services (front desk)
- ☐ Sports (coach, officiate, etc.)
- ☐ Teen leadership (Youth & Government, philanthropy, etc.)
- ☐ Other: _____
- ☐ Policy Work (committees, public relations, etc.
- ☐ Office support
- ☐ Family (campouts, parent night out, etc.)
- ☐ Fundraising (Strong Kids Campaign)
- ☐ Special Events
- ☐ Building & Grounds work (maintenance)

YMCA's POSITION ON THE NATIONWIDE PROBLEM OF CHILD ABUSE

We make an active effort to prevent child abuse

Some examples may include, but are not limited to:

A thorough background check, including but not limited to references of past employers, personal references, the military, educational institutions, volutneers organizations, civic groups, personal character and activities.
Allegations or suspicions of child abuse are taken seriously and will be reported to the State for investigation.
Programs are structured so that no staff member or volunteer is left alone with children.
Staff and volunteers will not fraternize with children outside the programs, including baby-sitting or inviting children home.

The YMCA goals for child care are:

To support and strengthen the family unit.
To help children develop to their fullest potential
To deliver the program in a positive YMCA environment of safety, support, & care.

The YMCA of Greater Tulsa strives to put the following values into practice in eveything we do:

Caring: To be sensitive to the needs of others and go the extra mile
Honesty: To tell the truth, have integrity and build trust.
Respect: To value the worth of every person and treat others as you would like to be treated.
Responsibility: To do what is right and be accountable for your behavior and your obligations.

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that answers given herein are true and complete to the best of my knowledge. I voluntarily give the YMCA the right to make a thorough investigation of my background, and release from liability any persons, companies, and institutions that supply such information. I also agree that falsified information or significant omissions may disqualify me from further consideration for a volunteer position and may be considered justification for dismissal even if discovered at a later date.
I am aware of the Oklahoma Statute which states that intentionally / willfully placing a child in a position or danger, with intent to commit harm to said child, or placing a child in a position of mistrust to include any sexual misconduct with a child, is punishable by law.

I also understand that the administrative staff of the YMCA is required to report any child abuse misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution.
I understand that completion of this form does not guarantee me status as a volunteer.

CONVICTIONS: A conviction does not automatically disqualify you from being considered as a candidate for a volunteer position. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts so that a fair decision can be made

I will comply with all rules and regulations as set forth in the YMCA's policy manual or other communications destributed to employees and volunteers. I have read, understand and support the YMCA's mission and values.
The YMCA of Greater Tulsa is a drug free workplace. Pre-employment drug testing may be required of certain positions and all employees and volunteers are subject to random testing. Failing a drug test results in immediate termination.
I have read the above statements and accept the same as a condition of my volunteering with the YMCA.

Signature of applicant: _____

The YMCA provides a non-smoking environment. Smoking areas are not available.

YMCA of Greater Tulsa

WRITTEN REFERENCES
for Volunteer Position

Name of Volunteer: _____

Name of Reference: _____ phone number: _____
Reference email: _____

In what capacity do you know this person/What is your relationship with this person?
_____
_____

In what type of environment have you observed this person?_____
_____

What is your thought regarding this person's **desire** to be a volunteer? _____
_____

How would you describe this person's ability to be part of a team? _____
_____

What do you consider to be the strengths of this person? _____
_____

What do you consider to be the challenges for this person? _____
_____

In your opinion, does this person have the ability to provide a mature & stable role model for a child?_____
Why / why not? _____
_____

How would you describe this person's moral character? _____
_____

Please provide any additional information that would be helpful:_____
_____
_____

To Reference:

Please fax, mail, or email this reference form to:

Name: _____
Address: _____
City/ST/Zip:_____
Email: _____
Fax: _____

Criminal Background Check - LexisNexis
Disclosure and Authorization
(Important – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION)

Disclosure regarding background investigation

The YMCA of Greater Tulsa may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your criminal background conducted by LexisNexis Screening Solutions Inc., PO Box 105108, Atlanta, GA 30348, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the YMCA of Greater Tulsa to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Acknowledgment and Authorization

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the YMCA of Greater Tulsa at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., PO box 105108, Atlanta, GA 30348, 1-800-845-6004, another outside organization acting on behalf of the YMCA of Greater Tulsa, and/or the YMCA of Greater Tulsa itself. I agree that a fax, electronic, or photographic copy of this authorization shall be as valid as the original.

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

Last Name: _____ Suffix: _____ First: _____
Middle Initial:_____

Other names/Alias: _____ Race: _____
Sex: M F

Social Security # _____ Date of Birth _____

Present address _____ Phone_____

City/State/Zip

_____

**This information will be used for background screening purposes only and will not be used as hiring criteria.*

Employee/Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Office Use ONLY:
Job applied for: _____ Branch: _____

YMCA OF GREATER TULSA

Employee/Volunteer Code of Conduct Acknowledgement

I have read and understand all of the YMCA of Greater Tulsa Employee/Volunteer Code of Conduct. I understand that violation of any of these guidelines or rules may result in disciplinary action, including termination and/or legal action.

. YMCA Position on Child Abuse & Public Image Guidelines

I have read and understand all of the YMCA of Greater Tulsa guidelines and rules concerning public image as well as the YMCA's position on Child Abuse. I further understand that violation of any of these guidelines or rules may result in disciplinary action, including termination and/or legal action.

YMCA OF GREATER TULSA
DRUG AND ALCOHOL POLICY

I have read and understand all of the YMCA of Greater Tulsa Drug and Alcohol Policy that all employees are expected to uphold. I further understand that violation of any of this policy may result in disciplinary action, including termination and/or legal action.

Printed Name	YMCA Branch
Signature	Date
Supervisor Signature	Date