



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **LETTER TO VOLUNTEER APPLICANT**

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of the kids, families, and adults who live in our community.

At the YMCA, we know that your time and talents are precious, and we want every minute you spend with us to be worthwhile. That's why we're asking you to take a few minutes to fill out this application. It will help us begin to make the right match between your skills and interests and the opportunities available.

You will find questions on this form about your background, former residences, places of employment, and so on. The YMCA will conduct background and reference checks on all volunteers. It's just one of the many ways we help protect children and other vulnerable people served by the YMCA.

Thanks for your interest in the YMCA. If you have any questions about this or any part of our application process, please contact Donna Schulze, Volunteer Coordinator at [dschulze@ymcaharrison.org](mailto:dschulze@ymcaharrison.org) at (812) 734-0770.

Please feel free to keep this top sheet for your records.





## VOLUNTEER APPLICATION

Today's Date \_\_\_\_\_ (Month/Day/Year) Birth date: \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Are you 18 years of age or over?  Yes  No  
(If no, please have your parent or guardian sign the application, too.)

Emergency contact

Name \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### Interests

How did you learn about volunteer opportunities at the YMCA?

\_\_\_\_\_  
\_\_\_\_\_

Why would you like to volunteer?

\_\_\_\_\_  
\_\_\_\_\_

Have you heard about any particular volunteer opportunities that interest you or a department you would like to work in?

\_\_\_\_\_  
\_\_\_\_\_

Are there any particular skills, talents, or interests you'd like to share?

\_\_\_\_\_  
\_\_\_\_\_

What days and hours are you available to volunteer?

\_\_\_\_\_  
\_\_\_\_\_

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

**Residences**

Please list any other states you have lived in other than Indiana:

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**Criminal History**

Have you ever been arrested or convicted of a crime?    Yes or No

If yes, please explain:

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**References**

Please list three references (except relatives):

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

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

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

Please list two family references:

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

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

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 further understand that as a volunteer for the YMCA of Harrison County I will be subject to a background check, including criminal history.

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Signature

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Date

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Print Name

**YMCA of Harrison County  
Criminal Background Check**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Name suffix: Jr Sr 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

Other name: \_\_\_\_\_  
(maiden, alias, etc.)

Sex: M F

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_

Street # \_\_\_\_\_

Street \_\_\_\_\_  
Name

Apt. # \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

County \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

List any states (other than Indiana) that you have been a resident of:

\_\_\_\_\_

Have you ever been arrested or convicted of a criminal offense?      Yes No  
If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Release and Liability Waiver**

I hereby authorize, request, and direct child protective services agencies, all law enforcement agencies and adult probation agencies to release to the YMCA of Harrison County or their designee any information, document, record or file that he/she deems material to the processing of my application for volunteering or employment with this agency. Said information can be furnished if the request therefore is made in person or writing.

Further, I specifically authorize the release by appropriate authorities of my police, charges pending against myself and court records. Further, I release all individuals and organizations listed above from all liability to me that could arise in any manner from the act of furnishing said information and records to the YMCA of Harrison County and its representatives, and this also serves as a waiver of any and all legal communication privileges that I could claim.

Due to the nature of my position within this organization, I agree to repeat background checks and drug screening at anytime during my term as a volunteer or employee of the YMCA of Harrison County.

In closing, I also release the YMCA of Harrison County from any liability due to personal/physical injury suffered during my participation in activities during my time of service at their facility or off-site activities.

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

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

**YMCA of the USA's  
Child Abuse Prevention  
CODE OF CONDUCT**

<p>1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.</p> <p>2. Staff shall never leave a child unsupervised.</p> <p>3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.</p> <p>4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.</p> <p>5. Staff shall not abuse children including:</p> <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> <p>6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.</p> <p>7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.</p> <p>8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</p>	<p>9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.</p> <p>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</p> <p>11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.</p> <p>12. Staff must appear clean, neat, and appropriately attired.</p> <p>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</p> <p>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</p> <p>15. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited.</p> <p>16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.</p> <p>17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</p> <p>18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</p> <p>19. Staff are not to transport children in their own vehicles.</p> <p>20. Staff may not date program participants under the age of 18 years of age.</p> <p>21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).</p> <p>22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</p>
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I understand that any violation of this Code of Conduct may result in termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The Redwoods Group thanks and acknowledges the cooperation of the YMCA of the USA for permitting the verbatim reproduction (except for the format change to two columns on a single page) of this critical personnel management tool.*