

Y VOLUNTEERSTM

We build strong kids, strong families, strong communities.

Dear Prospective YMCA Volunteer:

Thank you for committing your time and special talents to the YMCA of Greater Charlotte. Volunteers are key to the success of the programs offered at the YMCA.

Staff members depend on the extra hands you bring to the various tasks you perform. You will bring added value to your area of interest and help make each special event a little more special. The children and adults that participate in our programs and services will look to you as a model and someone who can provide guidance to them. Your presence says you care about your YMCA!

Thank you for helping the YMCA of Greater Charlotte to achieve excellence in all of our undertakings, and to put clear Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Relax and enjoy your time at the YMCA and be assured that you are valuable to the YMCA and greatly appreciated by staff and members.

Sincerely,

YMCA of Greater Charlotte
Volunteer Coordinators

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

The YMCA of Greater Charlotte Volunteer Handbook

The benefits of volunteering with the YMCA of Greater Charlotte are endless. It gives volunteers a chance to improve the lives of children and families and to make our community stronger.

The YMCA of Greater Charlotte is an association of members who come together with a common understanding of the YMCA mission and a common commitment to the YMCA's vision of building strong kids, strong families and strong communities. Whatever the facility, whatever the program, what doesn't change are the people. Each YMCA is different, reflecting the needs of its Y community. What every YMCA has in common is a dedicated group of people: volunteers, staff, members and donors, all of whom are committed to our mission. It is the **people of the YMCA** who build strong kids, strong families, and strong communities- and **you** can help.

For more information about the volunteer program at the YMCA of Greater Charlotte please contact your branches volunteer coordinator (complete list on page 11).

YMCA of Greater Charlotte
Volunteer Handbook
Table of Contents

Section 1	<u>Welcome to the YMCA</u>
Section 2	<u>About the YMCA</u>
2.1	Mission
2.2	YMCA Values
2.3	History
Section 3	<u>Volunteering</u>
3.1	Volunteerism
3.2	Volunteer Age Restrictions
3.3	Volunteer Records
3.4	Benefits
3.5	Use of Supplies and Equipment
3.6	Security of personal belongings
3.7	Unable to volunteer
3.8	Dress Code
3.9	Tracking of Volunteer hours of Service
Section 4	<u>Safety</u>
4.1	Safety and Health Rules
4.2	Blood borne Pathogens
4.3	Child Abuse Prevention Guidelines
Section 5	<u>Volunteer Code of Conduct</u>
5.1	Misconduct
5.2	YMCA Information
5.3	Arrest & Criminal Conviction of a Volunteer
5.4	Alcohol and Drugs
Section 6	<u>Volunteer Rights & Responsibilities</u>
6.1	Volunteer Rights
6.2	Volunteer Responsibilities
Section 7	<u>Communication</u>
7.1	Complaints
7.2	Computer Software and Data Use
7.3	Voice Mail, E-mail, and Internet
7.4	Conflict of Interest
Section 8	<u>Volunteer Training</u>
8.1	Orientation and Training Programs
Section 9	<u>Volunteer Forms</u>
9.1	Volunteer Application
9.2	Background Check Authorization
9.3	All About Me
9.4	New Volunteer Process Checklist

The YMCA of Greater Charlotte Volunteer Handbook

“At the heart of this organization, at the heart of its heritage of mind, spirit, and body, there is that little element of love that transforms routine work into meaningful activity that makes a person feel important even when they don’t think they are. That’s the business of the YMCA. That’s what you do when you give your skills and your talents to another generation.”

Andrew Young from the YMCA’s Seven R’s of Volunteer Development

Welcome to the YMCA

Welcome to the YMCA of Greater Charlotte. We’re glad you are volunteering with us! We’ve designed this handbook to provide you and other volunteers with a general source of information about the YMCA of Greater Charlotte and the YMCA of Greater Charlotte.

About the YMCA

2.1 Mission

The YMCA is a worldwide organization that is committed to providing programs that help members and participants develop spirit, mind, and body.

The mission of the YMCA of Greater Charlotte is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

2.2 YMCA Values

Character development is integral to all YMCA programs. We are guided by our five core values of caring, honesty, respect, responsibility, and faith. In child care, the gym, at day camp, at the membership desk we strive to develop character values in ourselves, our members and participants. We believe strongly in our mission to promote and model these character-building values in all that we do.

2.3 YMCA History

The YMCA was founded in London England, in 1844, as the Young Men’s Christian Association, to help people develop character in their daily lives. The movement spread quickly and reached the United States by 1851. In 1874 the YMCA of Greater Charlotte was founded. By the early 1900s, the YMCA began serving boys and older men, as well as young men.

After World War I women and girls became an active part of the YMCA movement. In the 1960s and 1970s, families became a major focus. Today, more than half of all YMCA members and staff members are women and girls.

Simply put, the YMCA is a place where all are welcomed and strong values prevail. Today, YMCAs are alive and well in more than 140 countries across the globe.

Volunteering

Because the YMCA of Greater Charlotte strives to provide a safe environment for children and youth, the YMCA may require volunteers over the age of 18 who assist with children under the age of 16 to authorize a criminal background check.

3.1 Volunteerism

Volunteers are the backbone of the YMCA. Volunteers not only founded the YMCA, but also operated it in its entirety in the early days. The involvement today of thousands of talented, committed individuals greatly extends the range, quality and variety of YMCA programs.

The YMCA defines a “volunteer” as anyone who, without financial compensation or expectation of compensation beyond reimbursement of out-of-pocket expenses, performs a task at the direction of and on behalf of the YMCA of Greater Charlotte.

We do want you to know that during your volunteer work with the YMCA, any photos taken of you may be used in future promotional materials.

3.2 Age Restrictions

Child Aged Volunteers

- Program Volunteers under the age of 11 years old
- Must complete all volunteer responsibilities while under supervision of parent or legal guardian

Teenage Volunteers

- Program Volunteers between ages of 12 years and 17 years
- Must complete all volunteer responsibilities while under the supervision of a YMCA staff person
- May not serve in a volunteer capacity for more than 4 hours in one day without a valid workers permit

Adult-Aged Volunteers

- Program Volunteers 18 years of age and older
- Must complete volunteer responsibilities during which children are present under the supervision of a YMCA staff person

3.3 Volunteer Records

In order to keep your volunteer records current, you should notify your YMCA volunteer director of changes to your name, address, phone number, email address, or emergency contact information.

3.4 Benefits

The YMCA does not provide insurance and related benefits to volunteers. As an example, there are no insurance plans for volunteers, including no medical, accident, dental, workers compensation, disability, or other coverage. The YMCA does not offer free memberships to volunteers. Volunteers may not trade their time for free or reduced cost in program participation.

Y Pathways is available for those who may find it difficult to pay the standard membership and program fees, this provides subsidies based on income and individual needs. Y Pathways applications are available at the membership desk or online at www.ymcacharlotte.org.

3.5 Use of Supplies and Equipment

YMCA supplies and equipment, including copy machines and postage meters, are for YMCA business use only. Equipment and supplies purchased by, or donated, to the YMCA belong to the YMCA, and not to individuals.

3.6 Security of personal belongings

We encourage you to lock valuable personal belongings in a locker or in the trunk of your vehicle during your time of volunteer service at the YMCA. We are not responsible for lost or stolen items.

3.7 Unable to Volunteer

If you are unable to make a scheduled volunteer task time, please advise the department director where you will be volunteering directly. The Morrison Family has chosen not to accept court ordered community service. If you need hours to satisfy a judgment due to criminal offense please seek opportunities elsewhere.

3.8 Dress Code

Dress code for volunteers varies for each YMCA branch and from department to department within a branch. Please make sure that you are aware of the volunteer dress code in the department for which you are volunteering. If you have any questions concerning dress code, please contact the volunteer director in your branch.

3.9 Tracking of Volunteer hours of service

In order for us to have an accurate record of your volunteer time of service, we ask that you sign in and out each time you volunteer. Check with the Volunteer Director or department director to be sure your hours get recorded.

Safety

4.1 Safety and Health Rules

Volunteers are to observe all safety and health rules and use care to prevent accidents.

The following list is not inclusive:

- Observe all hazard warning and no smoking signs.
- Use all safety equipment required for your assignment, including wearing appropriate personal protective equipment for eyes, face, head, hands, and other extremities.
- Know the location of fire/safety exits and evacuation procedures.
- Keep all aisles, walkways, working areas, and emergency equipment free of obstacles
- Refrain from running, fighting, horseplay, or distracting others.
- Please report any unsafe items to the closest YMCA staff person immediately.

4.2 Blood borne Pathogens

The YMCA subscribes to the concept of “universal precautions,” which means that all human blood or other body fluids must be treated as if they were contagious. Universal precautions mean that you are expected to use certain procedures and to use personal protective equipment when necessary. Dependant on the length of time you are volunteering for, you may or may not have to attend these certification courses.

4.3 Child Abuse Prevention Guidelines

A principle endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Thus, the mistreatment or neglect of children, and the resulting severe affects, is of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of our concern for the welfare of children, the YMCA has developed policies, procedures and training to aid in the detection and prevention of child abuse. All volunteers who are involved in areas that allow them regular access to children under the age of 16 must undergo a criminal and sexual offender's background check. **Volunteers are required to read and sign all policies related to identifying, reporting, and documenting child abuse.**

Some of the guidelines you are expected to follow are:

- At all possible times avoid being alone with a single child where staff or other adults cannot observe you.
- Dating a program participant under age 18 is not allowed.
- Children may not be disciplined by use of physical punishment or by failing to provide necessity of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children is not permitted.
- Children may be informed in a manner that is age- appropriate to the group of their right to set their own "touching" limits.
- Children should be released only to authorized persons. Volunteers will not be responsible for the release of children, only to keep watch for anything out of the ordinary.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that child abuse exists, it should be reported to your YMCA supervisor or branch executive.
- In the event that the YMCA has reason to believe that a volunteer abused a child, his or her conduct will be reported to the appropriate authorities, and the volunteer's YMCA involvement will be ended.

To avoid being suspected of abuse, please observe the following guidelines:

- Staff will follow the "rule of three" in taking children to the bathrooms, locker rooms, and shower areas.
- If a child is injured and requires first aid, he/she will be examined by at least 2 adults.
- Children may not be touched in areas of their bodies that would be covered by swimming suits.
- Program volunteers should be alert to the physical and emotional state of all children each time they report for a program and indicate in writing any signs of injury or suspected abuse.

Volunteer Code of Conduct

5.1 Misconduct

Volunteers are expected to behave in a manner that is consistent with the YMCA mission, values and goals. The YMCA does not tolerate misconduct. Some examples of misconduct include, but are not limited to:

- Discriminatory behavior or harassment.
- Child abuse, molestation, or indecent exposure.
- Failure to report arrest or criminal conviction.
- Mistreatment or neglect of members, guests or YMCA participants.
- Falsification of any YMCA records.
- Theft of or willful damage to YMCA property or to the property of others.
- Dishonesty in any form.
- Abusive or profane language.
- Fighting or threatening to harm another person.

- Possession of a weapon.
- Being under the influence of drugs or alcohol on YMCA property or while representing the YMCA as a volunteer.
- Possessing, distributing or manufacturing controlled substances.
- Horseplay, unsafe or dangerous behavior.
- Violation of any stated rules or commonly accepted rules of responsible personal conduct.
- Conduct that does not support the stated purpose of the YMCA.
- Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and other volunteers.
- Volunteers must appear clean, neat, and appropriately attired.
- Use of tobacco in the presence of children or parents is prohibited.
- Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
- Volunteers are not to transport children in their own vehicle.
- Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- Volunteers are discouraged from being alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home.

5.1 YMCA Information

Information regarding membership lists, participation fees, donors, financial aid, planning, medical conditions and other information is confidential and should be kept within the YMCA, and should be shared within the YMCA only with those who have a legitimate need to know, as determined by management.

5.2 Arrest & Criminal Conviction of a Volunteer

A volunteer is required to report an arrest or criminal conviction to the YMCA, when the volunteer's activities at the YMCA involve children less than 16 years of age. The report should be made promptly, within 5 days of when the arrest or conviction occurred or prior to any additional volunteering, whichever comes first. The report should be made in writing to the YMCA branch executive and the volunteer director/coordinator, and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Failure to report arrests or conviction as required will be considered misconduct and ground for dismissal.

5.4 Alcohol and Drugs

The YMCA is committed to maintaining an alcohol and drug- free environment. This is particularly important since many volunteers are responsible for the safety and welfare of children and youth. Therefore, the YMCA prohibits the use, sale, manufacture or possession of alcohol or drugs (except those properly prescribed by a physician and used in accordance with the physician's instructions) by any volunteer while volunteering for the YMCA, and/or while in any YMCA facility or vehicle.

All overnight volunteers will be asked to pass a drug screening prior to volunteering.

Volunteer Rights & Responsibilities

6.1 Volunteer Rights

- To be treated as a partner and friend.
- To have a meaningful assignment with consideration for your individual interests, skills and life experiences.
- To be kept in the know about YMCA programs, policies, and people through frequent communications that may include conversations, meeting, memos and newsletters.
- To receive thoughtfully planned and effectively presented orientation and training for your volunteer position.
- To continued education and training, including information about new developments and training for greater responsibility.
- To receive sound guidance and direction by someone who is experienced, well informed, patient and thoughtful and has time to invest in you as a volunteer.
- To be assured of accurate record keeping that includes hours of service, recognition received, and contributions and accomplishments.
- To be treated respectfully and to be given equal consideration for all volunteer assignments, regardless of age, income, disability, sex, background, or religion.
- To being offered a variety of experiences through promotions and or assignments of more responsibility, through transfer from one assignment to another, and through special assignments.
- To be heard, to have a part in planning, to feel free to make suggestions, and to have respect shown for an honest opinion.
- To be recognized in the form of promotion, awards, and simple day to day expressions of appreciation.
- To receive respect from YMCA Staff
- To enjoy a work environment that is energetic and conducive to work and fun.

6.2 Volunteer Responsibilities

- To have a heart in the interest of the kids, families, and communities the YMCA serves.
- To understand the YMCA mission and goals.
- To abide by the commitment that you make.
- To speak up, ask questions, and share ideas.
- To accept supervision, knowing that everyone is accountable to someone.
- To offer criticism constructively, seeking to understand before judging.
- To continue to grow and learn more about your volunteer task, the YMCA, and the YMCA way.
- To treat people with loving kindness and open communication, regardless of age, income, ability, background, sex or religion.
- To act as a responsible member of our YMCA family, learning the give and take necessary for the common good.
- To be a voice for the YMCA in your community and a voice for your community in the YMCA.
- To seek joy in your volunteer service. Having fun is an essential part of volunteering at the YMCA.

Communication

7.1 Complaints

If you have a complaint or problem at the YMCA, in most circumstances, the best course of action is to discuss the matter with your volunteer director/coordinator at the YMCA. If the volunteer director/coordinator is unable to resolve the matter to your satisfaction, you should discuss the matter with the Executive Director at your Branch.

7.2 Computer Software and Data Use

Laws about use of software are very strict. You may not copy YMCA software, or bring a copy of software from home or another place of business and place the software on a YMCA computer.

All data stored on computer disks and magnetic media purchased by the YMCA of Greater Charlotte are the property of the YMCA and may not be used for personal reasons.

7.3 Voice Mail, E-mail, and Internet

Use of data sent and stored on YMCA computer and communications systems is the property of the YMCA. These systems include telephone, facsimile, voice mail, electronic mail, and internet systems. Messages sent, stored or printed on YMCA equipment is also the property of the YMCA. There can be no exceptions of privacy using these systems.

These systems are for business use. Examples of inappropriate use of these systems include the use of ethnic slurs, racial epithets, sexually explicit images, jokes, cartoons or anything that may be considered harassment. It is also inappropriate to use these systems for non-business information such as soliciting or proselytizing for commercial ventures, religious or political causes or other outside concerns.

7.4 Conflict of Interest

Volunteers are expected to refrain from giving the impression that the personal views and positions they express regarding economic, political or religious issues are those of the YMCA.

Volunteer Training

8.1 Screening and Training Programs

Each new program, administrative and support volunteer is required to complete a YMCA volunteer orientation before beginning volunteer service with the YMCA.

Many YMCA training events, such as Child Abuse Prevention training, may be required for volunteers, provided that it is related to the volunteers' YMCA responsibilities. Dependent on the length of time you are volunteering for, you may or may not be required to attend these certifications, please see your volunteer director for clarification.

YMCA of Greater Charlotte Branch Volunteer Coordinators

Ballantyne Village & Morrison Family YMCA

Curtis Cecil
YCommunity Volunteer & Fundraising Coordinator
morrisonvolunteers@ymcacharlotte.org
704.716.4614

Childress Klein & Gateway Village YMCA

Natalie Burnham
YCommunity Senior Fund Development Director
natalie.burnham@ymcacharlotte.org
704.716.6120

Dowd YMCA

Allison Rice
YCommunity Financial Development & Outreach Assistant
Allison.rice@ymcacharlotte.org
704.716.4700

Harris & Harris Express YMCA

Molly Mitchum
Associate Development Director - Volunteers
molly.mitchum@ymcacharlotte.org
704.716.6815

Johnston YMCA

Darius Foster
Member Experience Leader
darius.foster@ymcacharlotte.org
704.716.6357

Lake Norman YMCA

Linda Barrick
YCommunity Financial Development Director
linda.barrick@ymcacharlotte.org
704.716.6263

Lincoln County YMCA

Rosemary Suess
Member Experience Director
rosemary.suess@ymcacharlotte.org
704.716.4504

Lowe's YMCA

Lynette Broadway
Assistant Childcare Coordinator
Lowes_CEC@ymcacharlotte.org
704.716.4006

McCrorey YMCA

Molly Mitchum
Associate Development Director - Volunteers
molly.mitchum@ymcacharlotte.org
704.716.6815

Simmons YMCA

Carol Walton
Membership Director
carol.walton@ymcacharlotte.org
704.716.6619

Siskey Family YMCA

Debbie Inman
Financial Development Associate
debbie.inman@ymcacharlotte.org
704.716.4251

Steele Creek YMCA

Curtis Cecil
YCommunity Volunteer & Fundraising Coordinator
steelecreekvolunteer@ymcacharlotte.org
704.716.4614

Stratford Richardson YMCA

Whitney Jackson
YCommunity Outreach & Development Director
whitney.jackson@ymcacharlotte.org
704.716.4820

University City YMCA

Roth Scott
Resource Development Coordinator
charles.scott@ymcacharlotte.org
704.716.6792

**Camp Harrison &
Herring Ridge**

Lisa Eller
Office Manager
Lisa.eller@ymcacharlotte.org
336.921.7067

**Community Development
(YMCA Starfish Academy &
Strengthening Families)**

Rachel Hallmark
Community Development Director
rachel.hallmark@ymcacharlotte.org
704.716.6368

YMCA of Greater Charlotte
VOLUNTEER APPLICATION



*** Please allow 5 business days to process any applications**

PERSONAL (please give your FULL, LEGAL name)

Last Name First Name Middle Initial			Home Phone: () ___ day ___ evening	
I prefer to be called:			Alternate Phone: () ___ work ___ cell ___ other	
Street Address:			Email Address:	
City, State, Zip:			Best time to reach you:	
Volunteer position you're applying for:			Are you a YMCA Member?: Yes ___ Branch:	
Other areas of interest:			No ___	
Ethnicity: ___Caucasian ___African American ___Hispanic ___Asian ___American Indian ___Other			Date of Birth: ___/___/___ Gender: ___Male ___Female	
Emergency Contact Name:		Relationship:	Phone number:	
(Please list someone OUTSIDE your home – in the event of an emergency; we would automatically contact your home first, then this backup contact.)				
Have you been convicted of, or plead guilty to, any criminal offense (other than a juvenile offense now expunged from your record) or released from prison in the past ten years? Have you ever been convicted of, or plead guilty to, a felony?				
Yes ___ No ___ If Yes, describe in full:				

STUDENT VOLUNTEERS

Are you looking to fulfill a school requirement or will you receive school credit for your service? Yes ___ No ___	
IF YES, name of school:	Is this a Service-Learning experience? Yes ___ No ___
Number of Hours needed:	Deadline to Complete Hours:

COMMUNITY SERVICE VOLUNTEERS

The YMCA of Greater Charlotte has chosen not to accept court ordered community service. If you need hours to satisfy a judgment due to criminal offense please seek opportunities elsewhere.

RELATED BACKGROUND

Have you previously volunteered for or been employed by another YMCA? Yes ___ No ___ If Yes, please list all YMCAs and dates:				
<u>YMCA:</u>	<u>City, State:</u>	<u>Dates worked</u>	AND/OR	<u>Dates volunteered</u>
1)	1)	1)		1)
2)	2)	2)		2)
Have you previously volunteered for other organizations: Yes ___ No ___ If yes, Organization name/duties: _____				
Current/most recent employer:			Location:	
Position:			How long:	
Current/most recently attended school:			Location:	
Current year in school/highest level completed:			Date completed (or graduation date):	
Certifications held (include date of expiration):				

REFERENCES

For the safety of our participants, staff and volunteers, we complete at least 2 reference checks on every program volunteer. References may include supervisors, co-workers, faith leaders, teachers or school counselors. Please do not list relatives/ household members.

1	Name: Relationship to you:	Phone number: Email:
2	Name: Relationship to you:	Phone number: Email:
3	Name: Relationship to you:	Phone Number: Email:

Conditions of Volunteer Participation and Release from Liability

The YMCA of Greater Charlotte's desire is to build a community where individuals, especially the young, are encouraged to develop their full potential in spirit, mind and body. As a volunteer, I will cooperate in the fulfillment of this mission.

Background Certification: I certify that all of the information provided on this application is true and complete. I authorize the YMCA of Greater Charlotte ("YMCA") to investigate and verify any and all of the information I have submitted. Because the YMCA strives to provide a safe environment for children and youth, I understand that the YMCA may order a criminal history check, and I authorize this investigation.

Volunteer Terms: I agree to abide by the YMCA's policies, procedures and Code of Conduct. I understand the YMCA does not provide any health benefits (i.e. medical, dental, workers compensation, etc.) or any accident insurance for me as a volunteer; I understand it is my responsibility to provide this coverage. I understand that the YMCA of Greater Charlotte does not provide volunteer compensation or trade volunteer services for membership or program fees.

Property Loss: I understand the YMCA is not responsible for my personal property lost, damaged or stolen while participating in YMCA volunteer activities.

Medical Treatment: I give permission for YMCA representatives to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am unable to act on my own behalf. I further understand that the YMCA is not responsible for payment for such medical treatment.

Photograph Permission: I give permission for the YMCA to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret YMCA programs.

Release from Liability: I understand that accidents may occur during my volunteer activities. By signing below, I release the YMCA, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

Volunteer Applicant Signature

Date

I also give permission for my dependent to participate in YMCA volunteer activities.

Parent or Guardian, if Applicant is under age 18

Date

For YMCA of Greater Charlotte Staff Use Only

Branch/Site: _____ Program Placement(s): _____

Program Director/Supv: _____ Approximate Start Date: _____

Intake Process Completed (date): _____ Special Event Interest: _____

Follow-up (dates): _____ Background form faxed (if applicable): _____

AS400 Data entry completed: _____

Total Screening Solutions, LLC

All the answers at your fingertips

4724-A Park Road / Charlotte, NC 28209
Tel: 704.561.0081 / Fax: 704.561.0801

PERSONAL INFORMATION RELEASE FORM

Company Name

Last Name

First Name

Middle Name

Maiden Name / Other Names / Alias

Sex / Race

Date Of Birth

Social Security Number

Drivers License Number

Current Street Address

City

State

Zip Code

PLEASE LIST ANY ADDITIONAL ADDRESSES IN THE LAST 7 YEARS (MOST CURRENT FIRST).

Street Address

City

State

Zip Code

Street Address

City

State

Zip Code

I, _____, hereby authorize Total Screening Solutions LLC, and all their associated agencies, partners, or other entities (hereafter referred to as TSS) to secure any and all personal information from any source of record that they deem necessary in order to perform a background checks and/or drug tests on me. I further authorize TSS to release said information to any person and/or company with which this form as been filed, including their agents, and release all of the aforementioned companies, agents, and entities from any and all legal liability for collecting, furnishing or otherwise reporting the personal background information of the applicant/employee/candidate above.

Applicant / Employee / Candidate Signature

Date



Name: _____

My birthday is _____

My anniversary is _____

If I had \$1 I would buy _____

If I had \$5 I would buy _____

If I had \$10 I would buy _____

My favorite candy is _____

My favorite store is _____

My favorite fast food restaurant is _____

My favorite color is _____



YMCA of Greater Charlotte

New Volunteer Process Checklist

Please Print

NAME:	BRANCH:
-------	---------

This portion will be completed by Volunteer Coordinator/ Director:

	Check off each item when completed	Items to be Completed
1		YMCA Volunteer Application
2		Release from Liability
3		Reference Check Form (minimum of 2)
4		Safety Orientation and YMCA Statement for Prevention of Child Abuse
5		Criminal Background Check approval

Forward Fastpoint Criminal Background Check Authorization forms to Branch Human Resources for a criminal background check to be processed on all individuals requiring a level 4/5 screening. Volunteers cannot begin their assignment until needed paperwork/training/references/background information is completed, based on the level of screening needed for that assignment.

ALL OTHER FORMS, INCLUDING THE APPLICATION AND CHECKLIST ARE KEPT IN VOLUNTEER'S FILE.

I have completed the process/training/orientation for enrollment of a volunteer with the YMCA of Greater Charlotte. I agree to all of the standards stipulated in this handbook and understand that any violation of this Code of Conduct may result in termination of my volunteer work.

Signature of Volunteer

Date

Signature of Volunteer Director

Date

Signature of Branch Executive/Designee

Date

