



Volunteers

How to Apply

- Receive an application from our office at **1913 Whitener**, or from our website **bgcsemo.org**.
- Complete FCSR background check registration.
- **Application & background screening must be completed and returned before scheduling any days to volunteer!**

What They Do

- Volunteers are here to help with homework, be a good role model for the children, and to engage with the kids in a positive and meaningful way
- Sitting on one's phone and/or not engaging with the kids will result in being asked to leave.
- Volunteers are also encouraged to come up with their own creative ideas to do with the members here at the Club. If there is a group interested in volunteering, they may come up with their own activities or help with our events that we have during the semester.

Where They Can Go

- Volunteers may choose between our two locations, Centenary United Methodist Church location (300 N. Ellis, Cape Girardeau MO) & Scott City Elementary School (3000 N. Main, Scott City MO).
- **Before you are allowed to go to either site, you must schedule with Site Supervisor and receive confirmation from them. No volunteer will be allowed to volunteer unless they have received confirmation from the Site Supervisor. Staff will ask you to please contact the Site Supervisor to set up a time to come and volunteer.**

How to Sign Up for and Cancel a Time

- Contact Director of Operations, Stephani Schuchart, to sign up for a volunteer time (in person, phone call, text, email)
- No volunteers will be allowed to choose a time without having contacted office staff and completing the required attached paperwork.

Any questions or concerns about volunteering can be directed to the Director of Operations, Stephani Schuchart.

Name: Stephani Schuchart
Phone: 573-335-7141
Email: stephani@bgcsemo.org



VOLUNTEER APPLICATION

PRINT Last Name	First Name	M.I.	Date of Application
Street Address			Primary Phone
City	State	Zip Code	Alternate Phone
Email Address			Business Phone
Emergency Contact Name			Emergency Contact Phone Number
Name of Current Employer or School			Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been EMPLOYED with us before? Yes No
 If yes, when? _____ Which location? _____

Have you ever VOLUNTEERED with us before? Yes No If yes, date (s): _____

Reason for Volunteering	List your professor/coordinator's name and email for volunteer hour purposes:
<input type="checkbox"/> Service Hours for Class/Organization	Name: _____
<input type="checkbox"/> Internship	Email: _____
<input type="checkbox"/> Tutor (complete below)	
<input type="checkbox"/> Community Service	
<input type="checkbox"/> Other – please list _____	

Tutor Volunteers Only

Years of schooling completed since high school? _____

List your major and/or minor areas of study in college: _____

List age/grade you prefer tutoring: _____

Any additional information you feel would be helpful for staff to know: _____

REFERENCES

Complete information for at least three references.
Former employers/supervisors are preferred.

Name	Kind of Reference (personal or professional)	How do you know this person?	Phone Number (REQUIRED)

Have you been **arrested for any crime** within the past (3) years? Yes No

My signature below certifies:

- * All statements and information submitted on this application are true and correct.
- * I understand that authorization to volunteer may be contingent upon receipt of satisfactory results from background checks. I also release such agencies from liability for any information they may provide.
- * I understand that BGCSEMO is an At-Will employer.

APPLICANT SIGNATURE

DATE

BGCSEMO CONFIDENTIALITY STATEMENT

I shall respect the privacy concerns of the people we serve, and I shall hold in confidence all information obtained in the course of professional service, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual's confidences to anyone, except:

- 1) As mandated by law.
- 2) To prevent a clear and immediate danger to a person or persons.
- 3) Where I am compelled to do so by a court or pursuant to the rules of a court.

I shall store or dispose of professional records in ways that maintain confidentiality. I shall possess a professional attitude, which upholds confidentiality toward the people we serve, colleagues, applicants and any sensitive situations arising within the organization. I, upon my termination, shall maintain child and co-worker confidentiality and I shall hold confidential any information about sensitive situations within this organization. I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

Volunteer signature

Date

WAIVER & RELEASE OF LIABILITY

____ (Initial) I hereby release the BGCSEMO, its employees, officers, volunteers, and agents from any and all claims, demands, rights, and causes of action that may arise from my volunteer work with the BGCSEMO. I am assuming the risk for any mental or physical harm I might incur.

____ (Initial) I understand that it is my desire to further the work of BGCSEMO by performing services as a volunteer. I will undertake these services as a volunteer without compensation plan, I acknowledge that I am not acting as an employee of BGCSEMO. I also acknowledge that I would not be covered under the BGCSEMO Worker Compensation plan.

____ (Initial) I agree that all personal possessions/property kept in the BGCSEMO buildings, on BGCSEMO property, and on any property used by the BGCSEMO are my own responsibility. BGCSEMO will not be held liable for any damage, loss or theft.

____ (Initial) I understand that BGCSEMO provides charitable services to the public and does not pre- screen members.

Volunteer signature

Date