



## VOLUNTEER PROCESS

Welcome to the Boys & Girls Clubs of Central Wyoming! We appreciate your interest in volunteering with our program. The following information guides you through the steps to become an eligible volunteer. Highlighted are the steps to be completed by the volunteer applicant as well as the process. Please direct questions to Volunteer Coordinator – Amanda Montes, [amontes@bgccw.org](mailto:amontes@bgccw.org)

1. To begin the process please fill out the Volunteer Application, Volunteer Criminal Record Release Authorization Form and Interest Survey below and return to BGCCW Main Office located at 1701 East K Street, Casper, WY 82601 or email to [amontes@bgccw.org](mailto:amontes@bgccw.org). Criminal background checks will be secured on all volunteers including minors.
2. Once forms are received by BGCCW the background check and reference check will be completed. If the volunteer applicant is eligible to move forward, the Volunteer Coordinator will contact you **via email**. **Please check your email regularly for notifications throughout the process.**
3. **BGCA and BGCCW require all volunteers to take a safety training prior to onboarding.** Once your background and reference check is complete we will send you **via email** instructions on completing the safety training, Foundations: Preventing Abuse in Youth-Serving Organizations. Setting up an account will be required to take the training and you will have access to your account for 20 days. The training takes roughly 45 minutes to complete. Once completed you will print and submit your certificate to the Volunteer Coordinator or send via email to the address below. If you need assistance throughout this process, please don't hesitate to contact us!
4. After completing the safety training, the Volunteer Coordinator will connect you **via email** with the Branch Director to complete an orientation, tour of the facility and to determine days and hours of your volunteer service. The Branch Director will be able to connect you with the activities you are most interested in and answer any questions you may have with your volunteer experience. At the end of your orientation you will sign a Volunteer Signature Page that will be submitted by the Branch Director to the Volunteer Coordinator.
5. Congratulations! You are now eligible to begin volunteering with the Boys & Girls Clubs of Central Wyoming. We know you will be a great addition to our organization and look forward to working with you!

For Corporation/Company Volunteering, Foster Grandparent Program Volunteering or University/College Practicums please contact Amanda Montes, [amontes@bgccw.org](mailto:amontes@bgccw.org) or (307) 265-4079.



Office Use Only	
AD: _____	Date: _____
<input type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible

## VOLUNTEER APPLICATION

<b>Name:</b> _____	<b>Application Date:</b> _____
<b>I am volunteering as:</b> <input type="checkbox"/> An Individual <input type="checkbox"/> A member of an organization/company/college/university Organization//company name: _____	<b>My volunteer term will be:</b> <input type="checkbox"/> Short term (up to three months) <input type="checkbox"/> Long term (up to one full year) <input type="checkbox"/> Other: _____

**My time frequency will be:**  
 One to two times only   
 One time per week   
 Five or more times per month   
 Other: \_\_\_\_\_

### Volunteer Information (Please Print)

<b>Birthdate (mm/dd/yy):</b> _____	<b>Phone:</b> _____	<b>Email:</b> _____
<b>I prefer to be contacted via:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email		
<b>Physical Address:</b>	<b>Mailing Address:</b>	
<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	
<b>Employer:</b> _____	<b>Job Title:</b> _____	
<b>If student, name of school:</b> _____	<b>*Gender:</b> _____	<b>*Race:</b> _____
*For demographic tracking purposes only; BGCCW does not discriminate on the basis of sex, race, color, religion, citizenship, age, disability or national origin		

### Emergency Contact

<b>Name:</b> _____	<b>Relationship to Volunteer:</b> _____	<b>Phone Number:</b> _____
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### Experience

<b>How did you learn about the Boys &amp; Girls Clubs of Central Wyoming:</b> _____	<b>List any previous volunteer experience with a Boys &amp; Girls Club and location:</b> _____
<b>Professional/Volunteer Reference: (Required)</b>	<b>Personal Reference: (Required)</b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Phone:</b> _____	<b>Phone:</b> _____

**Preferred Club (please indicate your preferred location):**

<b>Casper:</b>	<b>Other Communities:</b>
<input type="checkbox"/> Dean Morgan Middle School Branch	<input type="checkbox"/> Boys & Girls Club of the Bighorns (Buffalo)
<input type="checkbox"/> Greater Casper (Main) Branch	<input type="checkbox"/> Boys & Girls Clubs of Dubois
<input type="checkbox"/> Paradise Valley Elementary Branch	<input type="checkbox"/> Boys & Girls Club of Glenrock
<input type="checkbox"/> Park Elementary Branch	<input type="checkbox"/> Boys & Girls Club of Riverton
<input type="checkbox"/> Teen Club at Greater Casper Branch	
<input type="checkbox"/> Verda James Elementary Branch	
<input type="checkbox"/> Wyoming Classical Academy Branch	

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If Applicant is Under 18 Years Old: I represent and warrant that I am the parent or guardian of the above minor and have full legal authority to execute this application.

**Please return this application to:**  
 Boys & Girls Clubs of Central Wyoming  
 1701 E. K Street  
 Casper, WY 82601

\_\_\_\_\_  
Volunteer's Phone Number

**VOLUNTEER  
CRIMINAL RECORD RELEASE AUTHORIZATION FORM  
(All information must be provided)**

1. Name: \_\_\_\_\_  
Last (Maiden) First Middle Initial

2. Address: \_\_\_\_\_  
House# Street City/Town State Zip Code

3. Date of Birth: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

4. Drivers License Number \_\_\_\_\_ State of Issuance: \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_

**SECTION II**

I hereby give my permission to the Boys & Girls Clubs of Central Wyoming (BGCCW) to obtain information relating to my criminal history record through a third party investigation agency or other agency contracted with BGCCW. The Criminal History Record, as received from the agency, may include local, state, national, or international arrest and conviction data as well as plea bargains and deferred adjudications. I understand that the information will be used, in part, to determine my eligibility to serve as a volunteer or employee of BGCCW. I also understand that as long as I remain as a volunteer or employee of BGCCW, the Criminal History Records check may be repeated at any time.

I hereby release and agree to indemnify BGCCW/third party requesting agency or other reporting agency and hold its agents harmless from and against any and all liability, expense (including court costs and attorneys' fees) and claims for damage of any nature whatsoever resulting from the investigation of my background in connection with y application to become a volunteer or employee of BGCCW.

By signing below you are certifying that you are the individual listed above and that the information provided is true.

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STATE OF WYOMING )  
) SS.  
COUNTY OF \_\_\_\_\_)

The above and foregoing was subscribed and sworn to before me by \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:



## Volunteer Interest Inventory

**Name:** \_\_\_\_\_ **Preferred Club Site:** \_\_\_\_\_

**1. What areas interest you: (select all that apply):**

- Athletics & Sports/Coaching
- Education
- Health & Wellness
- Leadership Development
- Mentoring
- Financial Literacy
- Arts & Culture
- Science & Technology
- Field Trips
- Games & Social Recreation
- Homework & Tutoring
- Career Exploration
- Other: \_\_\_\_\_

**2. Are you bilingual and if YES, what language?** \_\_\_\_\_

**3. What causes/topics are you passionate about?**

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**4. What are your interests and hobbies?**

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**5. Are you interested in helping with special events (i.e. fundraisers, outreach, special activities, etc.)?**

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