



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# JOIN US MAKE A DIFFERENCE

## Stateline Family YMCA VOLUNTEER APPLICATION

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 so we can make the right match between your skills and interests and the opportunities available.

The Stateline Family YMCA is dedicated to caring, honesty, respect, and responsibility. In keeping with these values, the Stateline Family YMCA reserves the right to conduct background checks and reference checks on all volunteers.

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
(First) (Full Middle) (Last)

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ How long at this address? \_\_\_\_\_

Are you 18 years of age or over? \_\_\_\_\_ (If no, please have your parent or guardian sign the application also.)

Why would you like to volunteer?

Have you heard about any particular volunteer opportunities that interest you?

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

How did you learn about volunteer opportunities at the YMCA? What other organizations have you volunteered for, if any?

**Employment History:**

Please list your last/current employer:

1. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employment dates: \_\_\_\_\_ To: \_\_\_\_\_  
Position title and duties: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Have you ever been convicted of a crime (felony or Misdemeanor)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain the nature of the crime, date of conviction, and city/state where conviction occurred:

Convictions are not an automatic disqualification to volunteering. However, failure to provide complete and accurate information relating to criminal convictions will result in termination of the volunteer relationship with the YMCA.

**References:**

Please list three people besides relatives or employers whom you have known for at least two years.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Relationship to you \_\_\_\_\_  
How long have you known this reference? \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Relationship to you \_\_\_\_\_  
How long have you known this reference? \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Relationship to you \_\_\_\_\_  
How long have you known this reference? \_\_\_\_\_

Please list the names of relatives, friends, or acquaintances employed by the YMCA and their relationship to you.

\_\_\_\_\_

**Emergency Contact:**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

In accepting a volunteer position, I agree to adhere to the rules and regulation of the YMCA and verify that all of the above information is true to the best of my knowledge. I further acknowledge that my name typed or written on the signature line below will serve as my signature affirmng all information.

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



## Background Check Authorization

I understand and agree that: The information supplied, was submitted by myself, and all information is true and correct, to the best of my knowledge. I understand that false or misleading information given in my application and/or interview(s) will be considered as cause for possible dismissal and/or discharge. I also understand that I am to abide by all rules and regulations of the YMCA. The Stateline Family YMCA has my authorization to thoroughly investigate my work and personal history. I understand that the information supplied by me, regarding my: Criminal History, Motor Vehicle Record(s), Residence History, and References, will be utilized as part of the processing procedures. A background check will be conducted to verify the veracity of the information submitted and will be utilized to develop information concerning my character, general reputation, personal characteristics, and mode of living. I will hold no person liable for giving or receiving information in this investigation. I hereby authorize SentryLink LLC an agent of **Stateline Family YMCA** to make a thorough check of my past.

I release from liability all persons, companies, and corporations supplying that information.

I release and indemnify **Stateline Family YMCA** and SentryLink LLC against any liability that might result from making such background checks. A copy of this form is as valid as the original.

\_\_\_\_\_  
First                      Full Middle                      Last Name                      Maiden Name

\_\_\_\_\_  
New Employee/Volunteer Birthdate (Must be 18 years or older)

\_\_\_\_\_  
New Employee/Volunteer Social Security Number                      Email

\_\_\_\_\_  
New Employee Address                      City                      State                      Zip

\_\_\_\_\_  
New Employee/Volunteer Signature

.....  
OFFICE USE ONLY

\_\_\_\_\_  
*Stateline Family YMCA Director, Supervisor, or Contact Person (Print Name)*

\_\_\_\_\_  
*Applicant Job Title & Branch Location*



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## **HUMAN RESOURCE DEPARTMENT: VOLUNTEER GUIDELINES**

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### **Volunteer Guidelines:**

1. All volunteers must have a completed application on file, unless there is a YMCA event that is conjunction with another companies volunteers.
2. Applications will undergo an interview process and will be considered due to the immediate or potential need of the organization.
3. Reference checks and background checks are to be done on every applicant being considered for a volunteer position.
4. Volunteers working directly with children will receive Child Abuse Prevention training.
5. Every applicant must be informed that this is not to be considered as a job offer.
6. Employment maybe considered by a Director to meet the growing needs of our organization after or during the volunteer's time at the YMCA.
7. Volunteers are to be treated with the same respect we give every individual; volunteers donate their time and energy to assist us in building relationships', which are the building blocks to a better organization.

### **STATELINE FAMILY YMCA**

BELOIT YMCA  
1865 Riverside Drive, Beloit WI 53511  
P 608 365 2261 F 608 365 7091  
[www.statelinefamilyymca.org](http://www.statelinefamilyymca.org)

ROSCOE YMCA  
9901 N. Main Street. Roscoe IL61073  
P 815 623 5858 F 815 623 5852

YOUTH SPORTS COMPLEX  
3301 Prairie Avenue, Beloit WI 53511  
P 608 365 2261 F 608 365 7091



# STATELINE FAMILY YMCA

## Employee Code of Conduct

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 others cannot observe him or her. As staff supervises children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway of the restroom 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 is 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 threes, and whenever possible, with staff.
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.
5. Staff should not abuse children including but not limited to:
  - Physical abuse – to strike, spank, shake, and slap;
  - Verbal abuse – to humiliate, degrade, threaten;
  - Sexual abuse – to inappropriately touch or speak;
  - Mental abuse – to shame, withhold kindness, be cruel;
  - Neglect – to withhold food, water, basic care, etc.

No type of abuse will be tolerated and will be cause for immediate dismissal.

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.
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.
8. Staff responds to children with respect and consideration and treats all children equally regardless of sex, race, religion, or culture.
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 on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
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.
12. Staff must appear clean, neat, and appropriately attired.

13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
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. Effective February 28, 2012.
19. Staff is not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent or guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff is 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.
23. Staff will act in a caring, honest, respectful, and responsible manner.

I understand that any violation of this **Code of Conduct** may result in termination.

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Employee Signature

Date



## **VOLUNTEER CHILD ABUSE AND PREVENTION POLICY**

### **A. STAFF/VOLUNTEER RELATIONSHIPS WITH CHILDREN**

1. In order to protect YMCA staff, volunteers, members and program participants, whenever possible during YMCA activities, employees and volunteers should not be alone with a single child in an area or position where they cannot be immediately observed without warning by other staff, parents, and/or children.
2. Children under the age of ten enrolled in YMCA programs will be supervised either by a parent or guardian or by a staff member. Children who accompany a parent or guardian to the YMCA to participate in a program such as family night, etc. will be under the supervision of the parent or guardian. When children are in a YMCA directed program under the supervision of the YMCA staff:
  - a. Staff and Volunteer members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff / Volunteer members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff/volunteer members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.
  - b. Staff and Volunteer 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 to the greatest extent possible.
3. Staff and Volunteer behavior or disciplinary actions with children must avoid all abusive actions. Constructive methods must be used for maintaining group control and handling behavior. Corporal punishment, humiliation, and frightening techniques are considered abusive and unnecessary. YMCA staff and volunteers shall never discipline by the use of physical force, or by failing to provide the necessities of care, such as food and shelter.
4. YMCA staff and volunteers shall be alert to the physical and emotional state of all children each time they report for a program, and shall immediately indicate, in writing, any signs of injury or suspected child abuse to their immediate supervisor.
5. Outside of the Y, staff and volunteers may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.



6. Staff members and volunteers may not transport children in their own vehicles.
7. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
8. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.

#### **B. RESPONSIBILITIES TO PARENTS** *(enrolled in YMCA day care, day camp programs)*

1. Parents shall be informed about their child's program participation and general health shall be provided with the name of the Program Director and the Administrator of the Program.
2. Parents are invited and encouraged to visit program sites at any time, and need not to ask permission to do so, but must take care not to interfere with or disrupt ongoing activities.
3. Under no circumstances should staff/ volunteer members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian in writing on the registration form for children enrolled in YMCA day care, day camp programs (authorization on file with the Y).
4. The YMCA will offer information and assistance to parents and children through workshops, counseling, and the use of printed and audio-visual resources on child abuse. Resources must always be thoroughly reviewed by YMCA Administrative staff prior to use.

#### **C. REPORTING PROCEDURES**

1. The YMCA is mandated by law to report any suspected child abuse.
2. When there is suspicion of child abuse, the YMCA staff / volunteer person will immediately inform his or her immediate supervisor, who shall immediately inform the CEO/Executive Director. Back-up documentation is required in writing.
3. The CEO/Executive Director is responsible for confirming the facts reported and the condition of the child. In the event the CEO/Executive Director is absent or unreachable, this responsibility can be delegated to the Youth and Family/Child Care Director This shall be done immediately, on the same day the report is received.





4. When the facts and the condition of the child have been investigated, and the CEO/Executive Director believes the suspicion of child abuse is well founded in fact, the CEO/Executive Director or the Youth and Family/Child Care Director shall report the suspected child abuse to the State Department of Children and Family Services and the Department of Public Health.
5. Regardless of where or under what circumstances the alleged incident takes place, in the event the reported incident involves a YMCA staff person, or volunteer, the CEO/Executive Director will confirm the facts and suspend the person from all activities involving direct contact with children. Reassignment of that staff person or program volunteer to duties involving direct contact with children will occur only after all allegations have been cleared to the satisfaction of the CEO/Executive Director and any investigating agency.
6. All staff and volunteers shall be sensitive to the need for confidentiality in handling of information in the area and are instructed to discuss matters pertaining to abuse or suspected abuse only with their immediate supervisor, the CEO/Executive Director or any investigating agency. This is to protect the alleged victim as well as the alleged abuser, who may later be found innocent of any wrong doing.
7. Staff and volunteers are not to contact children or parents involved in an alleged child abuse incident without the permission of the CEO/Executive Director.

**I Have read and understand the Child Abuse Prevention policy and will abide by its contents entirely.**

Volunteer (Print): \_\_\_\_\_

Volunteer (Sign): \_\_\_\_\_

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