

# VOLUNTEER APPLICATION

## COMMITMENT TO CHILD ABUSE PREVENTION

As a volunteer of the YMCA, it is important for you to understand from the very beginning that we have a commitment to child abuse prevention. Allegations or suspicions of child abuse are taken very seriously at the YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from YMCA staff at YMCA events, practices and programs, we have an open door for parents, and we have a code of conduct for staff and volunteers which includes information about behavioral expectations of staff. We minimize opportunities for abuse to occur and we talk with children in our programs about personal safety and touching limits. We also screen carefully to prevent abusers in our facilities/programs and we provide child abuse prevention training to staff. Questions regarding our stance on child abuse prevention should be directed to Human Resources.

Applicant's Signature of Understanding: \_\_\_\_\_

## CONTACT INFORMATION

Legal Name (First, MI, Last)

Email Address

Phone #

Current Address

City

State

Zip

Date Of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Each volunteer area may have a minimum age requirement depending on the duties involved. Consult with the branch you are interested in volunteering with if you have questions on the specifics.)

Have you ever been convicted, plead guilty, no contest or accepted adjudication to a criminal offense other than a minor traffic violation?  Yes  No If yes, please list and explain:

Are you a current YMCA employee?  Yes  No If yes, list branch and job title:

## LOCATIONS - Check Volunteer Location (s) Of Interest:

- |   |  |
|---|--|
| <input type="checkbox"/> CLC Elliott<br>225 S. 25 <sup>th</sup> Street, #403, Lincoln, NE 68510 / 402-436-1563  | <input type="checkbox"/> Fallbrook YMCA<br>700 Penrose Drive, Lincoln, NE 68521 / 402-323-6444   |
| <input type="checkbox"/> CLC Lefler<br>1100 S. 48 <sup>th</sup> Street, Lincoln, NE 68510 / 402-440-9793  | <input type="checkbox"/> Northeast YMCA<br>2601 N. 70 <sup>th</sup> Street, Lincoln, NE 68507 / 402-434-9262   |
| <input type="checkbox"/> CLC Mickle & Pershing<br>Office: 2601 N. 70 <sup>th</sup> Street, Lincoln, NE 68507 / 402-434-9267<br>Volunteer Locations: Mickle – 2500 N 67 <sup>th</sup> Street / Pershing – 6402 Judson Street | <input type="checkbox"/> YMCA Camp Kitaki<br>Office: 570 Fallbrook Blvd., Suite 210, Lincoln, NE 68521 / 402-434-9222<br>Volunteer Location: 14917 East Park Highway, Louisville, NE 68037   |
| <input type="checkbox"/> Cooper YMCA<br>6767 S. 14 <sup>th</sup> Street, Lincoln, NE 68512 / 402-323-6400   | <input type="checkbox"/> Youth Sports<br>Office: 570 Fallbrook Blvd., Suite 210, Lincoln, NE 68521 / 402-434- 9217<br>Volunteer Locations: Wright Park – West Pioneers & Folsom Street / Spirit Park – 84 <sup>th</sup> & O Street |
| <input type="checkbox"/> Copple Family YMCA<br>8700 Yankee Woods Drive, Lincoln, NE 68526 / 402-327-0037  |  |
| <input type="checkbox"/> Downtown YMCA<br>1039 P Street, Lincoln, NE 68508 / 402-434-9230   |  |

| <b>AVAILABILITY</b>   |  |
|---|--|
| Date Available _____  | Days Available<br><input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT |
| Number Of Hours Per Week Available/Needed _____   | When Available<br><input type="checkbox"/> MORNINGS <input type="checkbox"/> AFTERNOONS <input type="checkbox"/> EVENINGS  |
| <b>AREAS OF INTEREST - Check Area (s) Of Volunteer Interest:</b>  |  |
| <input type="checkbox"/> Building/Grounds Work (Landscaping, Gardening, Construction/Maintenance, Grounds/Building Cleanup)<br><input type="checkbox"/> Special Projects/Events<br><input type="checkbox"/> Fundraising/Strong Kids Campaigners<br><input type="checkbox"/> Professional Consulting - Explain: _____<br><input type="checkbox"/> Unpaid Internship - Area of Interest: _____<br><input type="checkbox"/> GoPo Hours: Opportunities include special events or Youth Sports coaching – if interested in coaching, please also complete the coaching section below.)<br><input type="checkbox"/> Coaching<br>List Sport(s): _____ Age Group: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female<br><br>Have you ever coached before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what did you coach? _____<br><br>Where did you coach? _____<br><br>When did you coach? _____ For how many years did you coach? _____<br><br>Have you ever played the specific sport you are requesting to coach? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>OTHER INFORMATION</b>  |  |
| Why would you like to volunteer?<br>_____<br>_____  |  |
| Why are you interested in the area you listed above?<br>_____<br>_____  |  |
| Is there anything that may limit your volunteer experience? (ie. type of work, hours available, school restrictions, etc.)<br>_____<br>_____  |  |
| <b>DIVERSION OR COMMUNITY SERVICE COURT ORDERED PROGRAM</b>   |  |
| Is your desire to volunteer is a requirement of <b>diversion or community service court ordered program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, you must complete the following:   |  |
| Referring Agency _____  | Number Of Volunteer Hours Needed _____   |
| Case Worker's Name _____  | Case Worker's Phone # _____  |
| Offense Committed Requiring Volunteer Hours _____   |  |
| <b>REFERENCES – Provide one personal and one professional reference that we may contact:</b>  |  |
| Name _____  | Phone # _____  |
| Name _____  | Phone # _____  |

# VOLUNTEER CODE OF CONDUCT

- Volunteers will abide by the standards of conduct set forth by the YMCA of Lincoln, NE consistent with the mission of the YMCA. Volunteers must adhere to the YMCA Four Core Values of Caring, Honesty, Respect and Responsibility.
- Volunteers must portray a positive role model by maintaining a positive attitude of respect, patience, encouragement, integrity, courtesy, and maturity.
- Volunteers should appear clean, neat, and appropriately dressed.
- Volunteers may not smoke or use tobacco products on YMCA property or during YMCA events and activities.
- Using, possessing, or being under the influence of alcohol or illegal drugs on YMCA property or during YMCA events and activities is strictly prohibited.
- Accessing, displaying, producing, possessing, or distributing any form of pornography on the organization’s property or equipment or during any organization-associated activity is strictly prohibited.
- Volunteers must treat program participants of all races, religions, cultures, and backgrounds with the same respect and consideration.
- Volunteers are not authorized to photograph program participants. See Program Director for approval.
- Profanity, inappropriate jokes/gestures, intimate displays of affection towards others, sharing intimate details of one’s personal life, offensive mannerisms (e.g., throwing things, flailing movements, foot stomping)and/or any other kind of harassment in the presence of children, parents, staff, and other volunteers is prohibited.

## VOLUNTEERS WHO WORK WITH OR COME INTO CONTACT WITH YOUTH IN YMCA PROGRAMS:

- At no time during a YMCA program should a volunteer be alone with a child where they cannot be observed by others.
- Volunteers should never leave a child involved with their program unsupervised. Children must be supervised at all times by YMCA staff or approved volunteers.
- Volunteers are not to transport children involved in YMCA programs or program participants in their own vehicles. Exceptions may be made for volunteer coaches who have received permission from the child’s parent involved in the YMCA Youth Sports activity.
- Volunteers will use positive techniques of guidance, including redirection, positive reinforcement and encouragement, rather than competition, comparison and criticism. Volunteers should abstain from humiliating or frightening types of disciplinary actions.
- Volunteers will refrain from any action that could be considered child abuse, including but not limited to:
  - Physical Abuse: spanking, slapping, striking, intimidating
  - Sexual Abuse: inappropriate gesturing, touching, language
  - Verbal Abuse: humiliating, degrading, threatening
  - Mental Abuse: neglecting, shaming, cruelty, put downs
- The YMCA will not tolerate any behavior that is classified as bullying – aggressive behavior that is intentional, repeated over time and involves an imbalance of power and strength. Bully can take on various forms, including physical, verbal, nonverbal/relational and cyberbullying. Anyone who sees an act of bullying, and who then encourages it, is engaging bullying.

Volunteers will follow the YMCA’s guidelines for appropriate and inappropriate physical and verbal interactions:

| Appropriate Physical Interactions  | Inappropriate Physical Interactions   |
|--|---|
| <ul style="list-style-type: none"> <li>○ Side hugs</li> <li>○ Shoulder-to-shoulder or “temple” hugs</li> <li>○ Pats on the shoulder or back</li> <li>○ Handshakes, high-fives and hand slapping</li> <li>○ Verbal praise</li> <li>○ Pats on the head when culturally appropriate</li> <li>○ Holding hands (with young children in escorting situations)</li> </ul> | <ul style="list-style-type: none"> <li>○ Full-frontal hugs or kisses</li> <li>○ Showing affection in isolated area, Touching bottom, chest, or genital areas</li> <li>○ Lap sitting</li> <li>○ Wrestling</li> <li>○ Piggyback rides</li> <li>○ Tickling</li> <li>○ Any type of massage given by or to a youth</li> <li>○ Any form of affection that is unwanted by the youth or volunteer</li> <li>○ Compliments relating to physique or body development</li> <li>○ Discipline through physical punishment</li> </ul>  |
| Appropriate Verbal Interactions  | Inappropriate Verbal Interactions   |
| <ul style="list-style-type: none"> <li>○ Positive reinforcement</li> <li>○ Appropriate jokes</li> <li>○ Encouragement</li> <li>○ Praise</li> </ul>   | <ul style="list-style-type: none"> <li>○ Name-calling</li> <li>○ Discussing sexual encounters or personal problems</li> <li>○ Secrets</li> <li>○ Cursing, off-color or sexual jokes, derogatory remarks</li> <li>○ Shaming or belittling</li> <li>○ Harsh language that may frighten, threaten or humiliate youth</li> <li>○ Derogatory remarks about the youth or his/her family</li> <li>○ Racially or ethnically insensitive jokes or comments; and insensitive comments or jokes regarding people with mental or physical disabilities, including but not limited to the use of slurs such as “he’s retarded,” or “what a retard,” or “she’s a cripple.”</li> </ul> |

- The YMCA strongly recommends that volunteers do not have contact with youth outside of program activities for which the volunteering is taking place. However, if outside contacts are unavoidable, it is recommended that the volunteer follow these guidelines for appropriate and inappropriate outside contact:

| Appropriate Outside Contact  | Inappropriate Outside Contact  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Taking groups of youth on an outing</li> <li><input type="radio"/> Attending sporting activities with groups of youth</li> <li><input type="radio"/> Attending functions at a youth's home, with parents present</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Taking one youth on an outing without the parents' written permission</li> <li><input type="radio"/> Visiting one youth in the youth's home, without a parent present</li> <li><input type="radio"/> Entertaining one youth in the home of the volunteer</li> <li><input type="radio"/> A lone youth spending the night with the volunteer</li> </ul> |

- The YMCA does not recommend private electronic communication between volunteers and youth, including the use of social networking websites. All communications between volunteers and youth should be transparent. The following are examples of appropriate and inappropriate electronic communication:

| Appropriate Electronic Communication   | Inappropriate Electronic Communication  |
|--|---|
| <ul style="list-style-type: none"> <li><input type="radio"/> Sending and replying to emails and text messages from youth ONLY when copying in the youth's parent</li> <li><input type="radio"/> Communicating through "organization group pages" on Facebook or other approved public forums</li> <li><input type="radio"/> "Private" profiles for volunteers which youth cannot access</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments</li> <li><input type="radio"/> Sexually oriented conversations</li> <li><input type="radio"/> Private messages between volunteers with youth</li> <li><input type="radio"/> Posting pictures of organization participants on social media sites</li> <li><input type="radio"/> Posting inappropriate comments on pictures</li> <li><input type="radio"/> "Friending" participants on social networking sites</li> </ul> |

- State law requires any person who suspects that a child has been physically or sexually abused or neglected to report it promptly to the Nebraska Department of Health and Human Services and US Center for Safe Sport (Youth Sports programs only). The YMCA expects a volunteer to abide by this law if they suspect a child they come in contact with has been abused by anyone (parent, grandparent, coach, other youth, etc.).** The YMCA will assist volunteers with this process if they seek assistance from the Director responsible for the program they are volunteering with.
- The YMCA takes every suspicion or allegation of abuse seriously and we cooperate fully with authorities. Volunteers are also expected to cooperate fully with any investigation conducted by the YMCA or authorities.
- Volunteers give the YMCA permission to, at any time, conduct appropriate background and reference checks. Upon request, volunteers must agree to provide any information needed to run such checks.
- A volunteer is required to report any criminal offense to the YMCA. This report should be made prior to volunteering. If the criminal offense occurs while volunteering, a report to the YMCA should be made promptly, within 5 days of when the offense or prior to any additional volunteering, whichever comes first. This report should be made in writing to the YMCA's Branch Executive where volunteering and include the exact offense and the date of the offense. Failure to report these offenses as required will be considered misconduct and grounds for dismissal.
- The YMCA may discontinue an individual's volunteer status at any time for any reason including but not limited to following the guidelines set for in the Volunteer Code of Conduct. This may include permanent exclusion from YMCA facilities/programs as the YMCA deems necessary.
- By agreeing to volunteer, you agree to follow all YMCA policies and guidelines, including but not limited to those outlined in the Volunteer Code of Conduct. If at any time you have concerns, complaints or grievances, please contact a Program or Executive Director at your volunteer site or contact Human Resources at 402-434-9204.

By signing below I certify that I have read, understand and agree to follow the rules as outlined in the Volunteer Code of Conduct. I also certify that answers given herein are true and complete to the best of my knowledge and that the completion of this form does not guarantee me status as a volunteer. Volunteer opportunities generally are not available on the spot and require an application review, screening and training process prior to volunteering.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

A YMCA representative will review your application and if an opportunity is available will contact you. If you have any question about this or any part of our volunteer application process, please contact the branch you are most interested in volunteering with. It is the intent of the YMCA to afford equal opportunity to all volunteers without regard to age, race, religion, color, sex, national origin, disability, marital status, pregnancy, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local law.

**FOR YMCA OFFICE USE**

\_\_\_\_\_ **Interviewed**  
 \_\_\_\_\_ **VCOC Review**

\_\_\_\_\_ **References Checked**  
 \_\_\_\_\_ **Child Abuse Video**

\_\_\_\_\_ **NSO Registry or Background Check**  
 \_\_\_\_\_ **Abuse Prevention & Policies Handbook**

# PARENTAL CONSENT FORM FOR VOLUNTEERS UNDER THE AGE OF 16

Printed Name of Minor \_\_\_\_\_

Printed Name of Parent/Legal Guardian \_\_\_\_\_

I give my permission for the minor named above to volunteer at the YMCA of Lincoln, Nebraska. This consent is valid and in effect for as long as this minor volunteers.

I certify that I have read and understand the rules as outlined in the Volunteer Code of Conduct and I understand that my child is responsible for following these and any other guidelines set forth by the program area my child is volunteering in.

I realize the YMCA cannot be responsible for my child after he/she leaves the building or for any personal belongings while volunteering. I also understand that my child is a volunteer and therefore not covered under workers compensation insurance should a claim arise.

For my child's participation in activities to be conducted by the YMCA of Lincoln, Nebraska, I hereby give my permission and consent, now and for all time, to the YMCA to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of my child and/or my child's narrative account of his/her experience at the YMCA for publication, display, sale or exhibition thereof in promotions, advertising and legitimate business uses without any compensation to, and/or claim, by me or my child. He/she may, or may not be, identified in such reproductions; however, he/she shall not be stated by name to have endorsed any particular commercial products or commercial services.

Emergency Contact of Minor \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

# VOLUNTEER CODE OF CONDUCT – VOLUNTEER’S COPY

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