



**BOYS & GIRLS CLUB**  
OF NORTHERN WESTCHESTER

## **DIRECTIONS FOR FILLING OUT VOLUNTEER FORMS**

### **VOLUNTEER APPLICATION & GUIDELINES**

Please fill out as accurately and completely as possible, then sign where indicated.

### **REFERENCE CHECKS**

We must have three reference checks or letters of reference on file. The Boys & Girls Club's Reference Check form should be filled out as follows:

- The name and address of the person you are getting the reference from goes on top.
- The person giving the reference fills out the rest of the form.
- Remember we need three references. All of these must be over the age of 18 and should not be an immediate relative.

### **STATE CENTRAL REGISTER CLEARANCE FORM**

This is to check if a claim of child abuse or neglect has been made against you. It goes to the State Department of Social Services in Albany. **YOUR EMPLOYMENT/VOLUNTEER PLACEMENT IS PROBATIONARY PENDING RETURN OF THIS FORM BY THE STATE.**

- Fill in your name on the Applicant line.
- Be sure to include your maiden name, previous married name or any aliases on the second line.
- Remaining lines are for all persons living in your home. Be sure to include names and dates of birth of all those living in your household .
- Fill in your current address (where you live now).
- Remaining lines are for your addresses, either from your date of birth on, or from 1973 on. (Do not include college dorm addresses.)
- Sign where indicated.

### **CONVICTION CERTIFICATION** (age 17 and up must complete)

- Indicate yes or no if you have ever been convicted of a crime or have any criminal action pending.
- If yes, complete Record of All Convictions section. Be sure to include any pending convictions.
- Date the form and sign your name.

### **REQUEST FOR NYS FINGERPRINTING** (not required for volunteers 16 years old and under)

- Make appointment though the website address or telephone number indicated on the form.
- Bring completed form to fingerprint agency.

### **PERMISSION FOR HEALTH CARE**

Must be filled out and signed by a parent or guardian if you are under age 18.

### **MEDICAL**

Submit to your health care provider and have him/her return to the Club.

### **HEALTH, SAFETY AND CRISIS MANUAL**

Please read our Health, Safety and Crisis Manual carefully. Please sign, date and return the cover page.

### **DRUG TESTING**

Please read our Drug and Alcohol Policy carefully and sign and date the attached Agreement and Consent to Drug and/or Alcohol Testing. Please sign, date and return the Agreement and Consent to Drug and/or Alcohol Testing page. All volunteers are required to abide by this policy.