



Dear Friend of the Boys & Girls Clubs of Tucson:

We are delighted to know that you are interested in sharing your valuable time with the Boys & Girls Clubs of Tucson!

Volunteers are invaluable assets to the Boys & Girls Clubs as they bring new skills and talents to the Club, which can provide our members with a wider variety of learning experiences.

The volunteer process is as follows:

**1.) Complete a Volunteer Application Packet, which consists of:**

- a. Volunteer Application***
- b. BGCT Release and Authorization***
- c. PSI Release and Authorization (PSI conducts our criminal background checks)***
- d. Confidentiality Statement***
- e. Send out two non-related reference requests***
- f. Reminder – please indicate which clubhouse location(s) you prefer***

2.) Return your completed Volunteer Application Packet to the Volunteer Coordinator at the Administrative Offices at 3155 E. Grant Road.

3.) After a review of your application and references you may be contacted for an interview with the Director of Human Resources and/or a Club Director to discuss your interests, qualifications, and opportunities that are available at the clubs.

4.) Candidates who have satisfactorily completed the review, interview process, background check and orientation will receive a letter welcoming them and outlining their volunteer assignment.

**Special Note**

*Orientations are held on the 1<sup>st</sup> Tuesday of the month at 3:00 p.m., and the 3<sup>rd</sup> Tuesday of the month at 10:00 a.m., at the Administrative Offices at the Harold Ashton Resource Center located at 3155 E. Grant Road. **All volunteers must be approved before starting their volunteer schedule in the club.***

We look forward to your participation. On behalf of over 6,700 members in Tucson, **thanks!**

Sincerely,

Human Resources Department





**BOYS & GIRLS CLUBS**  
OF TUCSON

Please **STOP**: *If you are 17 years or younger do not sign this form, thank you.*

### RELEASE & AUTHORIZATION

I hereby authorize Boys & Girls Clubs of Tucson (BGCT) and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on this Volunteer Application.

I authorize BGCT to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions, and BGCT from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for volunteering with BGCT. I understand that my volunteering is contingent upon receipt of a satisfactory criminal background report and reference check.

I release BGCT and/or its agents and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

I understand that background checks will be conducted on all current volunteers at the time of service and every two years. Consent to conduct these routine checks is a condition of volunteer service.

I understand that any false or misleading statements will be sufficient cause for rejection of my application if BGCT.

I hereby release BGCT, 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 BGCT.

It is my desire to further the work of BGCT by performing services as a volunteer and I understand that I undertake these services as a volunteer without compensation. I acknowledge that I am not acting as an employee of BGCT and I am not covered under BGCT's Workers' Compensation plan.

I agree that all personal possessions/property are my own responsibility and that BGCT will not be held liable for any damage, loss or theft.

I understand that I may be required to submit a sample for drug testing during a random check, for reasonable suspicion and post-accident.

I hereby acknowledge that I have read, understand and agree to the preceding statements.

Name (please print): \_\_\_\_\_

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



**BOYS & GIRLS CLUBS**  
OF TUCSON

## **CONFIDENTIALITY STATEMENT**

I shall respect the privacy concerns of the members that we serve and their families. 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) If 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 separation, 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.

Name (please print): \_\_\_\_\_

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



**BOYS & GIRLS CLUBS  
OF TUCSON**

# PSI, Incorporated

## Release and Authorization

### DISCLOSURE: A CONSUMER REPORT MAY BE PROCURED FOR EMPLOYMENT PURPOSES.

In accordance with the Fair Credit Reporting Act, a consumer report or investigation consumer report including information about your general reputation, character, or personal characteristics may be obtained. Upon written request, you will be provided with information regarding the nature and scope of the report, should it include information about your general reputation, character, or personal characteristics, and a summary of your rights.

### RELEASE AND AUTHORIZATION

I voluntarily and knowingly authorize for employment purposes only, any law enforcement agency, state agency, federal agency, consumer reporting agency, personal reference, and/or other persons, to give records or information they may have concerning my criminal history, motor vehicle history, general reputation, character, or any other information requested by **PSI, Inc.** and/or its agents or representatives. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. The authorization shall be valid one year from the date signed and a photographic or faxed copy of the authorization shall be as valid as the original. In compliance with the 1990 Americans with Disabilities Act, a worker compensation search may only be requested when a conditional job offer exists.

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

\_\_\_\_\_  
Full Name (Type or Print Legibly)

\_\_\_\_\_  
Current Address

Other Names Used (Maiden, Divorced, Alias, Etc.)

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

\_\_\_\_\_  
Social Security Number      Sex\*      Race\*      Date of Birth\*

**Have you been convicted of any crime?**  
If yes, charge: \_\_\_\_\_ Disposition: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

**Are there any Criminal Charges currently pending against you?**  
If yes, charge: \_\_\_\_\_ Status: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Used Exclusively For Background Verification Purposes Specifically To Assist The Criminal and Driving History Verifications**

**THIS FORM MUST BE COMPLETED BY APPLICANT**

PSI Form 702  
Rev. 12.18.07





**BOYS & GIRLS CLUBS**  
OF TUCSON

Human Resource  
Boys & Girls Clubs of Tucson  
PO Box 40217  
Tucson, AZ 85717

## INSTRUCTIONS FOR REFERENCE CHECK

*NOTE TO APPLICANT: Please fill in the blanks on this letter and have 2 references complete the back of this form and mail to BGCT - Human Resources.*

Applicant's Name: \_\_\_\_\_

Reference:           Name: \_\_\_\_\_  
                          Address: \_\_\_\_\_  
                          Telephone: \_\_\_\_\_

Dear \_\_\_\_\_:

The individual noted above is interested in volunteering for the Boys & Girls Clubs of Tucson. This position requires direct work with boys and girls ages 7-17. This position also requires that the person hired is one would be a positive role model for these youngsters.

In selecting applicants, we depend greatly on information and advice given to us by persons who have been associated with them. It would be greatly appreciated if you will furnish, to the best of your knowledge, the information on the reverse side of this letter. Your frank evaluation will be of great assistance to us in determining the applicant's suitability to work with children.

Sincerely,

Human Resources Department

Reference:  
Once completed, please return to:  
Human Resources  
Boys & Girls Clubs of Tucson  
P.O. Box 40217  
Tucson, AZ 85717



**BOYS & GIRLS CLUBS**  
OF TUCSON

## REFERENCE CHECK FORM

Applicant's Name: \_\_\_\_\_

Reference:           Name: \_\_\_\_\_  
                          Address: \_\_\_\_\_  
                          Telephone: \_\_\_\_\_

In what capacity have you known the applicant and for how long?

How would you describe the applicant's personal characteristics?

To the best of your knowledge has the applicant ever been convicted of a criminal offense?  
If so, what?

How would you say the applicant relates with children? (adults)?

Have you ever seen the applicant discipline a child? If so, please describe what you saw the applicant do.

Are there any problems or conditions that would interfere with the applicant's ability to interact with youth, or in any way endanger youth under the applicant's supervision – i.e., substance abuse, mental/emotional illness, history of child mistreatment.

Additional comments:

Reference completed by: \_\_\_\_\_

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



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Additional comments:

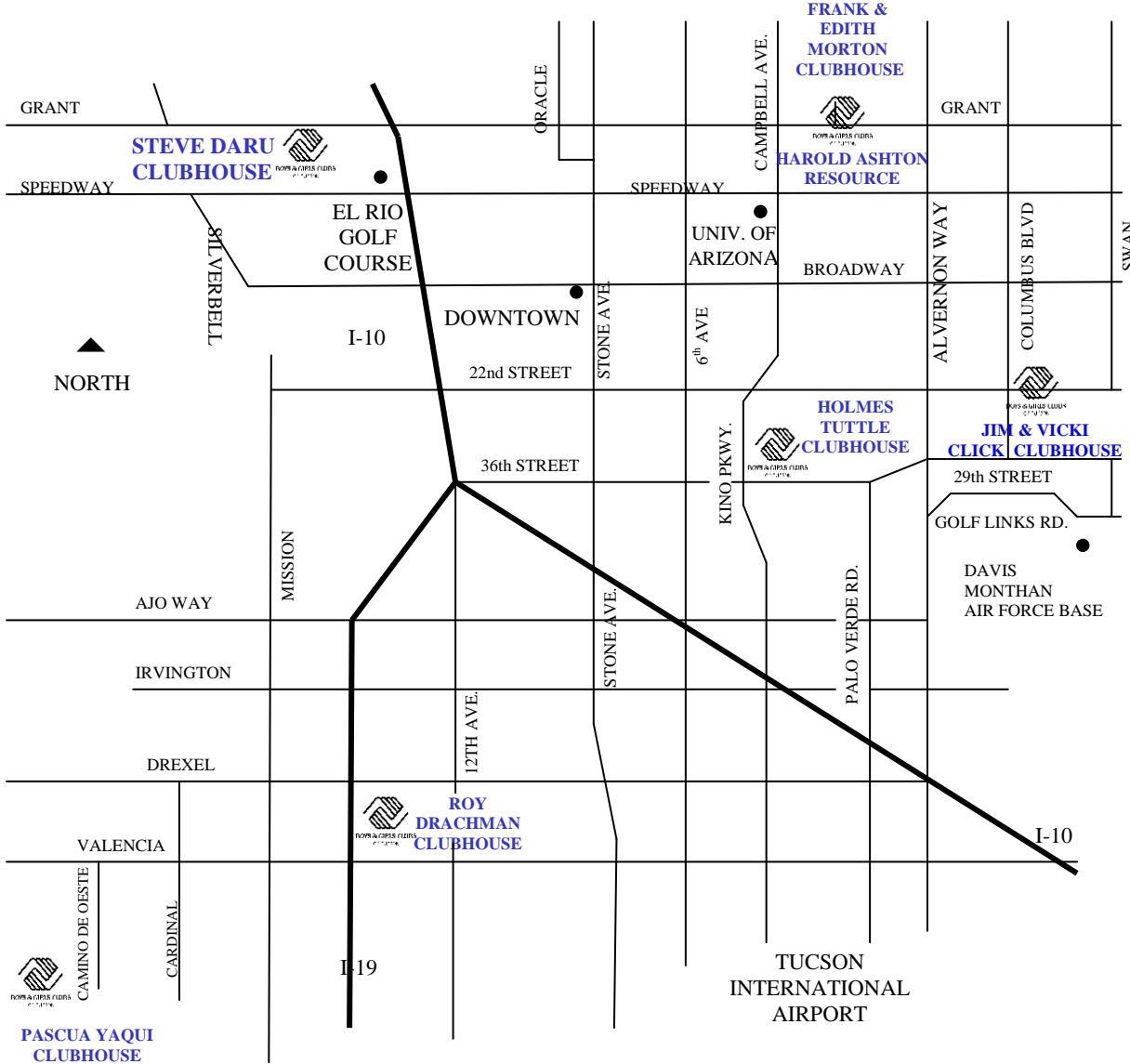
Reference completed by: \_\_\_\_\_

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



**BOYS & GIRLS CLUBS  
OF TUCSON**

## CLUBHOUSE LOCATIONS



**Administrative Offices**  
Harold Ashton Resource Center  
P.O. Box 40217  
Tucson, AZ 85717  
520-573-3533

**Frank & Edith Morton Clubhouse**  
Doolen Middle School  
3155 E. Grant Road  
520-325-8400  
Daniel Miranda, Club Director

**Steve Daru Clubhouse**  
Joaquin Murrieta Park  
1375 N. El Rio Dr.  
520-792-0331  
Yvonne Nelson, Club Director

**Holmes Tuttle Clubhouse**  
Pueblo Gardens Park  
2585 E. 36th St.  
520-622-0694  
Julio Herrera, Club Director

**Roy Drachman Clubhouse**  
Mission Park  
5901 S. Santa Clara  
520-741-9947  
Jarrett Croft, Club Director

**Pascua Yaqui Clubhouse**  
Torim Park  
5010 W. Calle Torim  
520-883-8172

**Jim & Vicki Click Clubhouse**  
Roberts Elementary School  
1935 S. Columbus Blvd  
520-300-5715  
David Simpson, Club Director