



**BOYS & GIRLS CLUB
OF CABARRUS COUNTY**

Volunteer Guide



2015-2016

BOYS & GIRLS CLUB OF CABARRUS COUNTY

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TABLE OF CONTENTS

IMPORTANT DATES	3
VOLUNTEER OPPORTUNITIES/CLUB PROGRAMS	4
MISSION STATEMENT	5
DRESS CODE	5
VOLUNTEER CODE OF CONDUCT	6
POLICIES ON CHILD ABUSE AND NEGLECT	7-9
SOCIAL MEDIA POLICY	10
CLUB CONTACT INFORMATION	11
VOLUNTEER APPLICATION	12-16

2015-2016 IMPORTANT DATES

Subject to change, depending on the Cabarrus County School calendar

<u>DATE</u>	<u>EVENT</u>
August 13, 14	Club Closed
August 17 thru 21	School Closing Days, open 7:30am-6:30pm
August 24	First Day of School
September 7	Closed for Labor Day
October 23	Early Dismissal, All schools
October 26	School Closing Day, open 7:30am-6:30pm
November 3	School Closing Day, open 7:30am-6:30pm
November 11	Closed for Veterans' Day
November 25	School Closing Day, open 7:30am-6:30pm
November 26,27	Closed for Thanksgiving
Dec. 21, 22	School Closing Days, open 7:30am-6:30pm
Dec. 23,24,25	Closed for Christmas
Dec. 28-31	School Closing Days, open 7:30am-6:30pm
January 1	Closed for New Year's Day
January 15	Early Dismissal, All schools
January 18	Club Closed for MLK Day
January 19	School Closing Day, open 7:30am-6:30pm
February 15	School Closing Day, open 7:30am-6:30pm
March 16,17,18	Closed for Pancake Day
March 24	Early Dismissal, All schools
March 25	School Closing Day, open 7:30am-6:30pm
March 28	Closed for Easter Monday
March 29-April 1	School Closing Days, open 7:30am-6:30pm
May 3	School Closing Day, open 7:30am-6:30pm
May 30	Closed for Memorial Day
June 8	Early Dismissal, All Last day of school (Cabarrus County) Last day of Afterschool Program
June 9, 10	Club Closed
June 13	First Day of Summer Program

HOW DO I BECOME A VOLUNTEER?

To apply for a coaching position, contact the Athletic Director at the Club, who will supply you with all necessary information and applications.

For all other volunteer positions, complete the **Volunteer Application and Background Verification Disclosure** provided in this booklet. You will also be required to register for and attend **Volunteer Orientation**, which will be held once per month at 5:30pm at the Club. Please check the Club website for dates. **You must be at least 18 years old to be eligible to volunteer.**

CLUB PROGRAMS

1. Athletics. All volunteer coaches are required to complete a coach's application, including a criminal background check. Head coaches are required to be certified at the Boys & Girls Club through the National Youth Sports Coaches Association. Sports include football, cheerleading, volleyball, and basketball.

2. Afterschool Program. Volunteer opportunities include presenting educational activities that accentuate the program or assisting with Power Hour homework time. Volunteers may assist students in completing homework assignments or enrichment activities provided by the Club.

3. Summer Program. Operates June-August, 7:30 a.m. to 6:30 p.m. Volunteer opportunities include presenting educational activities that accentuate the program.

4. Camp Spencer. An off-site outdoor day camp, operating in the summer. Volunteer opportunities include presenting educational activities that accentuate the program.

5. Keystone Club. Members of this teen-based club volunteer at the Boys & Girls Club and throughout the community. Keystone also has its own recreation room in the Boys & Girls Club. Volunteer opportunities include presenting educational activities that accentuate the program.

ADDITIONAL VOLUNTEER OPPORTUNITIES

In addition to the opportunities to volunteer in our programs that are listed on the previous page, the Club is also looking for individuals to help with fundraising projects. Please contact the Club's Development Director about these opportunities. If you feel you may be of assistance to the Club in any other way, please contact us.

**Be the ONE.
Be GREAT.
Be a VOLUNTEER.**

OUR MISSION

In every community, there are hundreds of boys and girls who are left to find their own recreation and companionship in the streets or who, in increasing numbers, spend many hours at home with no adult care or supervision. Young people, especially those at greatest risk, need responsible adult guidance. They need to know that someone cares about them and that there are concerned and capable adults to whom they can turn.

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

VOLUNTEER DRESS CODE

1. Attire must represent the mission of the Boys & Girls Club of Cabarrus County. Attire with any words or images that promote or condone the use of drugs, alcohol, tobacco, sexuality, or violence, are prohibited.
2. Shirts covering the midriff area are required. Shirts with sleeves are recommended; however, tank tops are acceptable if they are cut close to the neck and underarms and cover most of the shoulders.
3. Pants or shorts must be worn at the waist, cover underwear, and should not drag the floor.
4. Hats are acceptable. Baseball-type caps must be worn either frontward or backward on the head.
5. Remember, volunteers, like staff members, are role models. As a volunteer at the Club you should always present yourself in an overall positive light.

VOLUNTEER CODE OF CONDUCT

1. **YOU ARE A ROLE MODEL.** You must interact with the children in a manner that is completely positive and upbeat. Any actions or behaviors exhibited outside the Boys and Girls Club that are detrimental to the Club's mission are prohibited.
2. You are expected to conduct yourself as a mature adult. You should never behave in ways that children are not allowed.
 - A. **NEVER PUT YOUR HANDS ON A CHILD.**
 - B. As long as staff members are present, volunteers should not enact any form of discipline on a child. If staff members are not present, the volunteer should use the mildest form of discipline that can be administered so that no one is in danger. Find a staff member quickly.
 - C. Refrain from raising your voice when reinforcing the Club's rules.
 - D. Never humiliate a child. Always make sure the child understands what rule you may be reinforcing.
 - E. Treat every child fairly.
3. Never put your own concerns or needs before those of the children. If you're playing a game with them, it's okay to be competitive, but do not try to win at all costs.
4. If you are assigned the responsibility of maintaining the Club's property or equipment, make sure the area is clean and that all equipment is put away when your are finished.
5. Always follow the activities that are planned for a specific room. Changes need to be approved by the program director.
6. Eating and/or drinking outside of the Club's snack area is not appropriate.
7. If you are scheduled for an activity, please make sure you are present and on time.
8. Sports coaches are required to follow the additional guidelines and rules of their sport as designated by the Boys & Girls Club Athletic Department.

REPORTING CHILD ABUSE AND NEGLECT

The Boys & Girls Club of Cabarrus County has adopted the following policies and procedures for Child Abuse and Neglect Prevention. The first portion of the following material includes our child protection policy with assigned responsibility and accountability. It also includes procedures for the immediate and proper handling of abuse allegations.

The remaining three sections include materials taken from "*Child Protection: A Child Abuse & Neglect Prevention Guidebook for Boys & Girls Clubs*". These sections consist of 1) Facts About Child Abuse, 2) Child Abuse Prevention Strategies, and 3) Safety Information for children and parents.

Each employee of the Boys & Girls Club is required to review this information. Staff development meetings will refer to this material on an ongoing basis. Volunteers will receive information appropriate to their volunteer involvement.

Finally, all employees and volunteers are asked on their applications to list any criminal convictions or any prior sexual allegations or incidents. Background checks are carried out to confirm application information. Failure to include information on an application may prohibit participation as a volunteer.

POLICY OF THE BOYS & GIRLS CLUB OF CABARRUS COUNTY

The Boys & Girls Club of Cabarrus County strongly advocates the prevention of child abuse and neglect and ensures a safe Club environment and child safety program.

North Carolina General Statute 7A-543, Mandatory Reporting Law, states that any person or institution who has cause to suspect that any juvenile is abused or neglected, or a child has died as a result of child abuse or neglect, shall report the case of the juvenile to the director of Department of Social Services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it, including the name and address of the juvenile; the name and address of the juvenile's parent, guardian or caretaker; the age of the juvenile, the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from the abuse or neglect and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give his name, address and telephone number. Refusal of the person making the report to give his name shall not preclude the department's investigation of the alleged abuse or neglect.

DEFINITION OF ABUSE AND NEGLECT

According to North Carolina law, an abused child is any child less than 18 years of age whose parent, guardian, custodian or caretaker:

- Inflicts or allows to be inflicted upon the juvenile a physical injury other than by accidental means, or
- Creates or allows to be created a substantial risk of physical injury to the juvenile by other than accidental means, or
- Uses or allows to be used upon the juvenile cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior, or
- Commits or allows the commission of any sexual act upon a juvenile in violation of law, or
- Creates or allows to be created serious emotional damage to the juvenile. Severe emotional damage is evidenced by a juvenile's severe anxiety, depression, withdrawal or aggressive behavior toward himself or others, or
- Encourages, directs or approves of delinquent acts involving moral turpitude committed by the juvenile.

According to North Carolina law, a neglected child is any child less than 18 years of age who:

- Does not receive proper care of supervision or discipline from his parent or other caretaker, or
- Who has been abandoned, or
- Who is not provided necessary medical care or remedial care recognized under state law, or
- Who lives in an environment injurious to his welfare, or
- Who is placed for care or adoption in violation of the law.

This information was taken from Child Abuse Laws overview of the CAP Center of Wake County.

BOYS & GIRLS CLUB OF CABARRUS COUNTY CLUB REPORTING PROCECURES

All situations in which abuse is suspected will be referred to the designated person serving as the primary child abuse coordinator in the Club (Director of Operations). A secondary child abuse coordinator must also be identified in the Club (Program Director). The selected staff will coordinate all activity relating to the abuse and maintain documentation regarding the incident and follow-up action.

All program staff should assume responsibility for identifying maltreatment of children. Staff or volunteers who note possible maltreatment are instructed to advise the Club's child abuse coordinator. The staff that acts as coordinator has ultimate responsibility for taking appropriate action.

The Local Contact is:

The Cabarrus County Department of Social Services
704-920-1400
1303 South Cannon Blvd.
Kannapolis, NC 28083

**If the child is in immediate danger, his/her safety feared, and /or emergency medical care is needed, notify the police department.
In medical emergencies, the child may be taken to an appropriate hospital.
The parent or guardian must be notified immediately.**

If DSS does not respond on a timely basis, call the stateside toll-free number:

1-800-662-7030
Or contact Prevent Child Abuse in North Carolina
3344 Hillsborough Street Suite 100D
Raleigh, NC 27607
919-829-8009

BOYS & GIRLS CLUB OF CABARRUS COUNTY DISCIPLINE AND RULES

CHILD ABUSE

By definition, child abuse is an injury or pattern of injuries to a child that is not accidental. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse and emotional abuse. Sexual abuse, a form of child abuse, is the exploitation of a child for the sexual gratification of an adult or older youth.

As an organization entrusted with the care and well-being of youth, the Boys & Girls Club of Cabarrus County condemns child abuse/sexual abuse. The Boys & Girls Club of Cabarrus County will report all allegations of child abuse to the appropriate authorities and will cooperate fully in prosecution of any staff or volunteer abusing children. All employees are required by law to report all cases of abuse and neglect.

Taking a child out of a Boys & Girls Club facility except in connection with an official function or program is prohibited and a serious violation of Boys & Girls Club policy. Any staff person taking a child out of a Boys & Girls Club facility without authorization and/or without consent of parent or guardian will be immediately terminated.

Because of the serious nature and implications, all allegations of child abuse against Boys & Girls Club staff or volunteers are to be dealt with immediately in the following manner:

1. All allegations, no matter how trivial they may seem, are to be viewed as real incidents and immediately reported to the Director of Operations (or Program Director). Once reported, the incident must be documented immediately in writing. It is the responsibility of the Director of Operations (or Program Director) to compile a report with written statements from the child (ren)/adult(s) making the allegation and/or a statement from the youth affected as well as the alleged perpetrator. Every precaution must be taken not to further traumatize the youth affected. Written statements outlining the allegation(s) must be forwarded to the Executive Director within 24 hours, or as soon as possible after the incident.
2. Once the allegation is made against a staff member or volunteer, that person is to be immediately suspended from all duties, asked to prepare a written statement regarding the incident, placed on suspension with pay pending an investigation. For the person's own protection, as well as of those affected, the individual is to be denied any contact whatsoever with the youth affected or any other youth in our care. They should also be cautioned not to return to the facility until they are contacted by their immediate supervisor. Once this step is taken, the Executive Director is to be contacted immediately and briefed on the incident. In keeping with the law, we are obligated to report all allegations of abuse to the appropriate authorities and to the parent(s)/guardian(s).

To report any incident or allegation of child abuse:

National Center for Missing and Exploited Children Cyber Tipline

www.missingkids.org

1-800-THE-LOST

BOYS & GIRLS CLUB OF CABARRUS COUNTY SOCIAL MEDIA POLICY

The Boys & Girls Club of Cabarrus County (BGC) understands the widespread use of social media outlets (including but not limited to Facebook, MySpace, Twitter, YouTube, Linked In, blogs, etc. via computer, personal digital assistants, cell phones and other devices). However, we ask that you adhere to the following guidelines:

1. Using social media outlets for **company related purposes** during work hours is acceptable. Volunteers should refrain from using social media outlets for purposes that do not bring value to the BGC during work hours. Use of social media that is considered to be excessive will be addressed by your supervisor. Staff should not use social media during operating hours when supervising youth, or when parents and visitors are present.
2. You should never share any information that is confidential in nature, including names of individual Club members, the substance of internal, confidential communications, etc.
3. Your online presence reflects on the BGC. Your actions captured via images, posts, or comments should not reflect negatively on the BGC.
4. Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone. Be clear and write in the first person. Make your writing clear that you are speaking for yourself and not on behalf of the BGC.
5. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
6. Be respectful to the BGC, employees, Club members, volunteers, and Board members while using social media.
7. Company logos and trademarks may not be used without written consent.
8. Staff members or volunteers who engage in social media communication with Club members are expected to conduct themselves in accordance with the Club's Staff Code of Conduct. Any social media activity that is in conflict with the Code of Conduct could result in disciplinary action or termination.
9. Always be conscious of pictures posted that include the Club, its logo or trademark (shirts, name tags, etc.). They should always reflect positively on the Club.
10. Official comments posted on BGC social media pages should only come from Club management. Other staff members, board members, or volunteers should not post images, captions, comments, tweets, etc. on behalf of the Club. It should be clear when posts concerning the BGC are from personal accounts.

Any behavior that is in conflict with this Social Media Policy could result in disciplinary action or termination.

**Thank you for your interest in
volunteering at our Club!**

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
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**247 Spring Street NW
PO Box 1405
Concord, NC 28026
704-721-2582
Fax 704-795-2714
www.bgclubcab.org**

VOLUNTEER APPLICATION

Please complete the remaining pages of this application and submit to Club Staff. PLEASE PRINT CLEARLY.

SECTION I.

Name: _____
First Middle Last

Phone: _____
Home Cell Work

Date of Birth: ____/____/____ Social Security # _____
(Must be at least 18 years old)

Present Address: _____
Street City State Zip

Permanent Address (if different from above): _____

Email Address: _____

SECTION II.

Volunteer position you are applying for (check all that apply):

- ____ Program Support (includes Afterschool support, such as helping with homework.)
____ Clerical
____ Building Maintenance

Date available to start volunteering: _____

Regular days/hours you are AVAILABLE to volunteer: _____

Any special training or certifications completed relevant to the volunteer position for which you are applying? _____

SECTION III.

Educational History

High School: _____ Current Grade (or last grade completed): _____

College: _____ Degree(s) or years completed: _____

Other: _____

Employment Record

1. Company Name: _____ Address: _____

Dates of employment: _____ to _____ Manager/Supervisor: _____

Phone Number: _____ Reason for leaving: _____

2. Company Name: _____ Address: _____

Dates of employment: _____ to _____ Manager/Supervisor: _____

Phone Number: _____ Reason for leaving: _____

NON-EMPLOYMENT References (Names of those who have supervised you in a NON-EMPLOYMENT setting, such as teachers, coaches, club directors, etc., are recommended. Do not include relatives, personal friends, or former employers.)

1. Name: _____ Address: _____

Relationship: _____ Years known: _____ Phone #: _____

2. Name: _____ Address: _____

Relationship: _____ Years known: _____ Phone #: _____

3. Name: _____ Address: _____

Relationship: _____ Years known: _____ Phone #: _____

SECTION IV.

Criminal Offense Record

Please answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life, or whether an offense remains on your record, you should answer "Yes". You should answer "No" only if you have never been arrested or charged, or your record was expunged by a judge's court order.

1. Have you ever been arrested by a law enforcement officer, or otherwise charged with a criminal offense? _____ Yes _____ No. If "Yes", provide details below.

2. Have you ever been investigated for carrying out any form of child abuse/neglect or any form of sexual abuse? _____ Yes _____ No. If "Yes", provide details below.

A. Offense charged: _____ Law Enforcement Agency: _____
Date: _____ Location: _____ Outcome of case: _____

B. Offense charged: _____ Law Enforcement Agency: _____
Date: _____ Location: _____ Outcome of case: _____

C. Offense charged: _____ Law Enforcement Agency: _____
Date: _____ Location: _____ Outcome of case: _____

SECTION V.

Questions. Please answer ALL of the following questions in 100-150 words.

1. Identify how familiar you are with the Boys & Girls Club of Cabarrus County's mission and the youth recreation and development programs that it offers.
2. What is your purpose for seeking out volunteer opportunities with the Boys & Girls Club? (For example, is there a specific type of community service you wish to fulfill? Do you have a school project to complete? Other reasons?)
3. What are the best qualities a leader can exhibit?
4. What are your strongest qualities that make you a strong candidate to volunteer with the Boys & Girls Club of Cabarrus County?
5. What specific skills do you possess that could be applied to your volunteerism?

BACKGROUND VERIFICATION DISCLOSURE

AUTHORIZATION

During the application process and at any time during the tenure of my employment/volunteerism with The Boys & Girls Club of Cabarrus County, I hereby authorize First Advantage Background Services, Inc., on behalf of The Boys & Girls Club of Cabarrus County to procure a consumer report which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant/Employee/Volunteer Name and Signature

Date

Street Address

City, State, Zip

_____-_____-_____
Social security number

Date of birth

I hereby state that all information I have provided on this volunteer application is correct to the best of my knowledge. I also agree that I, if accepted as a volunteer, will abide by the Rules and Regulations of the Boys & Girls Club and conduct myself in a manner that is conducive to the Boys & Girls Club mission.

Signature

Date