



## North Suburban YMCA Volunteer Application Packet

Thank you for interest in volunteering with the North Suburban YMCA. When you volunteer at the Y, you take an active role in bringing about meaningful, enduring change right in your own neighborhood. Whether it's sharing a passion, developing a skill, or just meeting new friends, we are confident you will find volunteering at the Y enjoyable. As a volunteer you'll be joining numerous others who contribute to the positive impact we have in this community.

Attached please find a volunteer application, background screening authorization form and code of conduct. The NSYMCA requires all volunteers to submit a volunteer application, and to consent to a criminal background check. Please complete the attached and return them to the address below.

If you have any questions please do not hesitate to contact us. We appreciate your desire to share your time and talents with us.

**Notice to All Applicants:** The NSYMCA has implemented policies, procedures, and staff training to aid in the detection and prevention of child abuse. We do not tolerate the mistreatment or abuse of youth in our programs. All reports of suspicious or inappropriate behavior with youth or allegations of abuse are taken seriously.

**Communication:** 99% of communication will be done via email. Please make sure we have the correct email address on file. It is your responsibility to check your email for information.

Nicole Hatfield  
Volunteer Coordinator  
2705 Techny Road  
Northbrook, IL 60062  
(P) 847-272-7250  
(E) [registrar@nsymca.org](mailto:registrar@nsymca.org) (W) [www.nsymca.org](http://www.nsymca.org)

The Y: We're for youth development, healthy living and social responsibility.

# Volunteer Application

## Step 1: Volunteer Information

Are you a NSYMCA member? Yes No

First Name Last Name Gender Date of Birth

Address City State Zip Code

Home Phone Cell Phone Email Address

**Highest Degree Achieved:**

- Currently in High School
- High School Graduate
- Currently in College
- Some College
- College Graduate
- Post-Graduate Degree

**Employment Status:**

- Full-time
- Part-time
- Retired
- Seeking Employment
- If so, where? \_\_\_\_\_

## Step 2: Volunteer Interest Information

**Long Term (1 month + commitment required):**

- Aquatics
- H.A.W.K.S. Special Needs
- Y Sports Programs
- Fitness
- Dance
- Youth Services
- Maintenance
- Other: \_\_\_\_\_

**Short Term/Special Events:**

- Birthday Parties
- Sports Programs
- Healthy Kids Day
- Halloween
- Party at the Y
- Strong Kids Dinner
- Family Programming
- Other: \_\_\_\_\_

**Availability:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Please list your skills, hobbies and interests:

Please list any special certifications you have and their expiration dates:

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Do you have any limitations or issues that could hinder your volunteering in specific areas?  
If so, please explain:

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Hours must be completed by: \_\_\_\_\_ Total hours needed: \_\_\_\_\_

**How did you hear about us?**

- NSYMCA Website
- School
- Friend
- Facebook
- Twitter
- Flyer/Mailing
- Other: \_\_\_\_\_

**Why are you interested in volunteering with the YMCA?**

- Parent of YMCA Program Participant
- Former/Current YMCA Member
- School Requirement
- Court Requirement (please note we take participants on a case-by-case basis)
- Other: \_\_\_\_\_

**Work History:**

List all present and past employment experiences, beginning with most recent.

Company: _____	Position Held: _____
Phone: _____	Supervisor: _____
From: _____ To: _____	Reason for leaving: _____
	Position Held: _____
Company: _____	Supervisor: _____
Phone: _____	Reason for leaving: _____
From: _____ To: _____	

**Step 3: Please read carefully before signing:**

In making my application to the NSYMCA, I affirm that I have completed this form truthfully and to the best of my knowledge. I understand that by signing below, I give permission to the appropriate authorities to release information to designated staff of the NSYMCA. I further understand that my position is a voluntary position with the NSYMCA and does not provide monetary compensation.

I accept the risks involved through my participation in the NSYMCA classes and programs.

I understand that the NSYMCA may wish to photograph or videotape activities for promotional purposes and, if I do not wish to be photographed or videotaped, it is my responsibility to notify the photographer or videographer.

**I acknowledge that I have read and understand the above statements and I voluntarily sign this application.**

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**Applicant Signature**

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**Date**

If applicant is under the age of 18, a parent/guardian signature is also required.

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**Parent/Guardian Name**

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**Parent/Guardian Signature**

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**Date**

**Please Return Completed Application to:**

NSYMCA – Front Desk  
2705 Techny Road  
Northbrook, IL 60062  
registrar@nsymca.org

# Volunteer Code of Conduct

1. NO cell phones while volunteering.
2. 72 hours' notice to the Volunteer Coordinator is required in order to receive your letter of completion.
3. You are SOLELY responsible for ALL communication with the Volunteer Coordinator.
4. Appropriate attire is required (please wear jeans or yoga pants and a t-shirt).
5. Hours must be approved in advance. Drop-ins will be sent home.
6. Use appropriate language (NO vulgar language, shouting, or threatening words).
7. Volunteers must be respectful of all NSYMCA staff and members at all times.
8. All inappropriate conduct will result in dismissal.
9. 99% of communication with Volunteer Coordinator will be done via email.
10. If the above requirements are not being met while you are volunteering, a staff member will ask you to leave, and you will not be able to complete any more hours in that department.
11. You will not always be assigned your preferred program.
12. The Volunteer Coordinator or upper management are not available on the weekends. Please make your arrangements during normal business hours.

If you have any questions contact, please contact Nicole Hatfield at [registrar@nsymca.org](mailto:registrar@nsymca.org).

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Parental/Guardian Consent for Minor Background Check

*\*This form must be completed by a parent or legal guardian and returned with a completed application.\**

*\*No minor will undergo a criminal background check without this signed consent form.\**

A minor, \_\_\_\_\_, is applying for employment or volunteering with the North Suburban YMCA. The employment/volunteer process includes a criminal background check through Camp Background Checks. As the parent or legal guardian of the above-referenced minor, I understand the purposes of the pre-employment/volunteer checks and hereby provide my consent for the background check.

You have the right, upon written request made within a reasonable time after receipt of this notice, to ask the Company to disclose the nature and scope of any consumer report. You also request a copy of that report from the Company. If anyone other than the Agency furnishes an investigative consumer report, the Company will provide relevant contact information within five business days of your request. An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without personal interviews). Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by the Agency via interviews with past employers, neighbors, friends or associates. The scope of this disclosure and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Signature of Parent or Legal Guardian:

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Print Name Relationship to Minor:

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Signature of Minor Applying for volunteering:

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Date:

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# **BACKGROUND CHECK AUTHORIZATION**

## **FCRA NOTICE AND ACKNOWLEDGMENT**

**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT**

### **NOTICE REGARDING BACKGROUND INVESTIGATION**

#### **North Suburban YMCA**

\_\_\_\_\_ may obtain information about you from a consumer reporting agency for **employment/volunteer** purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving records; and/or any other public records or any other information bearing on your character, general reputation, personal characteristics and trustworthiness. These reports may be obtained at any time after receipt of your authorization and, if you are selected, throughout your affiliation with the Company. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The report will be generated by **Datasourcecorp.com** (1200 South Outer Road, Blue Springs, MO 64015/816-228-5255) or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are selected, throughout your affiliation with the Company to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

### **ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the **NOTICE REGARDING BACKGROUND INVESTIGATION (above)** and **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** (separate document) and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am selected, throughout my affiliation with the Company. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Datasourcecorp.com**, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

**Minnesota and Oklahoma applicants only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. [  ]

**Applicants of New York Employers only:** I acknowledge that by signing below, I have also received a copy of Article 23-A of the New York Correction Law, in compliance with Article 25 Section 380-g of the New York General Business Law.

**California applicants only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. [  ]

<b>Full Name</b>	First	Middle	Last
	First	Middle	Last
<b>Maiden Name, Previous Names, or Aliases Used:</b>	First	Middle	Last
	First	Middle	Last
	First	Middle	Last
<b>Social Security Number:</b>	<b>Date of Birth:</b>	<b>Driver's License/ID State:</b>	<b>Driver's License/ID Number:</b>
<b>Please provide ALL residential addresses for the past seven (7) years.</b>			
Current Address:			<b>From</b>
Previous Address:			<b>From/To</b>
Previous Address:			<b>From/To</b>
Previous Address:			<b>From/To</b>
Previous Address:			<b>From/To</b>
Previous Address:			<b>From/To</b>
Previous Address:			<b>From/To</b>
Previous Address:			<b>From/To</b>
<b>Telephone Number:</b>	<b>Email Address:</b>	Check here if there are more addresses you have lived at in the last 7 years. <input type="checkbox"/>	
<b>SIGNATURE:</b>		<b>DATE:</b>	