

# Volunteer Opportunities

Through the Anaheim Family YMCA



Dear Prospective Volunteer,

**Thank you for your interest in the Anaheim Achieves Volunteer Program!**

Anaheim Achieves serves over 5,000 children daily in 37 elementary schools, 6 Jr. high schools and 3 high schools between the hours of 2:30 and 6:00pm. During the after school hours when children are most susceptible to negative influences, the children in Anaheim Achieves have a safe and supervised place to study, learn and grow.

Before you start volunteering, you must complete the following:

1. **Volunteer Application:** After you have completed and signed the volunteer application, please return the application in person, by mail or by fax to the Anaheim Family YMCA.
2. **Fingerprints:** All volunteers, regardless of age, must be fingerprinted. Please take the live scan form (provided by the YMCA) to the **Fullerton Police Department**. An appointment is needed, so please call (714) 738-6800.  
\*\*\*A \$20 reimbursement is available upon request with a receipt and copy of the completed live scan form.\*\*\*
3. **Tuberculosis Test (TB):** If tested within the past 2 years, please submit proof, such as a medical record, in order to be cleared from this process. Otherwise, please go to the **Amistad Medical Clinic** for a **free test** (form provided by YMCA.) An appointment is needed, so please call (714) 758-1695.
4. **Volunteer Orientation/Training:** All volunteers are required to attend a volunteer orientation/training to learn the policies/ procedures of the YMCA, tips for working with children, mentoring activities, etc. Orientations are held every 2 weeks. Check the orientation schedule in this packet for upcoming dates.

## Volunteer Descriptions

**Volunteer hours:** Monday-Friday, 2:30-6:00pm for a minimum of *1 hour per week*.  
**Office Internship hours:** Monday-Friday, 10:00am-5:00pm for a minimum of *1 hour per week*.

**Program Volunteer/ Mentor:** Provide 1-on-1 or group academic mentoring in any of the 4 school districts to an assigned student(s) to help with homework, encouragement and support toward building self-esteem, career aspirations and healthier life choices.

**Enrichment & Special Projects:** Participate in special projects by bringing your own skills, wisdom and expertise to a small group of students. Special project activities include teaching a craft, presenting on a special topic of your choice or demonstrating a skill.

**Office Internship:** Receive hands-on learning in working with a nonprofit organization. Gain knowledge in working with the educational system, after-school programming, marketing, special events, etc.

# Volunteer Orientation/Training Schedule

All volunteers **MUST** attend a volunteer orientation/training prior to volunteering.

**Location: Anaheim Family YMCA**

240 South Euclid Street (between Lincoln and Broadway)

*Please arrive on time! If you are over 10 minutes late, you will be asked to attend another orientation/training at a later date.*

**Schedule of orientations:**

Orientation sessions are held twice a month. If you are unable to attend a scheduled orientation, an individual orientation can be arranged only after ALL other screening (TB, fingerprinting) has been completed.

**November 2010**

Mon, November 1st | 6—8pm

Wed, November 17th | 3:30—5:30pm

**December 2010**

Mon, December 6th | 6—8pm

Wed, December 22nd | 3:30-5:30pm

**January 2011**

Wed, January 19th | 3:30—5:30pm

**February 2011**

Mon, February 7th | 6—8 pm

Wed, February 23rd | 3:30—5:30 pm

**March 2011**

Mon, March 7 | 6—8 pm

Wed, March 23rd | 3:30—5:30 pm

**April 2011**

Mon, April 4th | 6—8 pm

Wed, April 20th | 3:30—5:30 pm

**May 2011**

Mon, May 2nd | 6—8 pm

Wed, May 18th | 3:30—5:30 pm

**June 2011**

Mon, June 6th | 6—8 pm

Wed, June 22nd | 3:30—5:30 pm

**July 2011**

Mon, July 11th | 6—8 pm

**August 2011**

Mon, August 1st | 6—8 pm

Wed, August 17th | 3:30—5:30 pm

**September 2011**

Mon, September 5th | 6—8 pm

Wed, September 21st | 3:30—5:30 pm

**October 2011**

Mon, October 3rd | 6—8 pm

Wed, October 19th | 3:30—5:30 pm

# Volunteer Application



## Volunteer Position

Please check an age-group/a location where you would like to volunteer.

- Pre-School       Elementary       Junior High       High School       Office

## Personal Information

Volunteer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:    M       F

Emergency Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Are you a student? Yes  No  If yes, High School  College  Name: \_\_\_\_\_

Are you volunteering as part of a class/school requirement? If so, Class: \_\_\_\_\_

Organization/Business Affiliation: \_\_\_\_\_

How did you hear about the Anaheim YMCA volunteer opportunities?  
\_\_\_\_\_

## Personal References

Please give the name and phone number of 3 current references (you may not use family members) who would be able to provide information related to your character and personal history.

Name/Relation: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name/Relation: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## Volunteer Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Mentoring Hours</b> <b>2:30-6:00</b>					

## **Applicant Statement**

I authorize investigation of all statements contained in this application form if I am to be considered as a volunteer, and hereby authorize all references to give any and all information regarding my employment or scholastic standing together with any personal information, that may not be on their records. I understand that misrepresentation or omission of the facts called for hereon, or receipt of unsatisfactory references will be sufficient cause for dismissal from the company's services as a volunteer. I further understand that if I volunteer, my position will be at will and either of us may terminate our work relationship at any time.

## **Photo Release**

I have no objection to being included in any photographs or video taken at Anaheim Family YMCA sites or other programs that may be used for the purposes of interpreting programs or for publicity.

## **Fieldtrip Release**

I have made a voluntary request to participate in fieldtrips in conjunction with the Anaheim Family YMCA. I am aware that any fieldtrip that I volunteer for may present a risk of injury and agree to assume all risks for injuries arising out of my participation as a volunteer. I agree that the Anaheim Family YMCA and all its employees, officials, agents, representatives, or partners shall NOT be responsible or liable for any injury, damage loss or expense, to my person and/or my property, incurred while participating in an Anaheim Family YMCA fieldtrip.

## **Driving Acknowledgment**

The Anaheim Family YMCA does not ask any of our volunteers to ever transport any of our program participants to/from any YMCA activity/program. As a volunteer coach/mentor of the Anaheim Family YMCA, I will be driving to where the activity/game takes place. I attest that I have a valid driver's license, appropriate automobile insurance coverage as required by CA law, and have an acceptable driving record.

## **Clear Criminal Record Testament**

I attest that I have no criminal record meaning I have never had any misdemeanor or felony charges brought against me and I have never been convicted of any crime other than a minor traffic offense.

## **Fingerprinting Authorization for Minors**

It is the policy of the Anaheim Family YMCA that all employees and volunteers must be fingerprinted and cleared by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), and the Child Abuse Index (CAI) for licensed facilities. Since the nature of our business is working with or around youth, fingerprinting is one of the ways we can help ensure their safety in our programs.

If the volunteer application is a minor, under the age of 18, parental authorization is required prior to being fingerprinted.

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

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

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ANAHEIM FAMILY YMCA  
RELEASE AND WAIVER OF LIABILITY  
AND INDEMNITY AGREEMENT

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to negligence of releasee or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

**I have read this release:**

**Signature of applicant:** \_\_\_\_\_ **Name of applicant:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Name of Parent/Guardian:** \_\_\_\_\_  
**(If applicant is a minor)** **(If applicant is a minor)**

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

