



# VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY

Return to: 320 North 4th St., Rapid City, SD 57701  
 Questions: Call (605) 343-3500

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Date: \_\_\_\_\_  
 Are you less than 18 years of age: Yes  No   
 Telephone: (Home) \_\_\_\_\_  
 (Cell) \_\_\_\_\_

Have you volunteered and/or worked at The Club for Boys before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

### AVAILABILITY (Please check all that apply.)

Days: Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thur \_\_\_ Fri \_\_\_ Sat \_\_\_ Times: Morning \_\_\_ Afternoon \_\_\_ Evening \_\_\_

### WORK/VOLUNTEER EXPERIENCE

Please list two volunteer and/or work experiences starting with your most current.

Organization Name, Address & Phone	From	To	Duties Performed
	Supervisor		

May we contact the above as a reference? Yes  No

Organization Name, Address & Phone	From	To	Duties Performed
	Supervisor		

May we contact the above as a reference? Yes  No

### EDUCATION

(Name & Location)

(Did you graduate?)

(Subjects Studied/Degrees Received)

High School: \_\_\_\_\_  
 College: \_\_\_\_\_  
 Trade School: \_\_\_\_\_

### REFERENCES (Please list two references other than relatives.)

- \_\_\_\_\_  
 (Name & Occupation) (Phone) (Address)
- \_\_\_\_\_  
 (Name & Occupation) (Phone) (Address)

Have you been convicted of a crime other than a minor traffic violation? (Note: A "Yes" answer will not necessarily prohibit you from volunteering.) Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

**We are required to run background checks on all adult volunteers of The Club for Boys. Full disclosure of all convictions, arrests, and restraining orders is required. Applicants will not be allowed to volunteer until a background check has been completed.**

By signing this application, I hereby verify the above information to be accurate, and give The Club for Boys permission to contact my references, unless noted otherwise in the Work/Volunteer Experience section.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date



# VOLUNTEER INFORMATION SHEET

PLEASE PRINT CLEARLY

Please check all positions you are interested in:

### Club Volunteers

- Fine Art Instructor:* Instruct members in a fine art such as watercolor painting, charcoal drawing, etc. Year-round.
- Reading, Math, Homework Tutor:* Mentor and tutor members who need help with homework. School year.
- Library/Special Activity Assistant:* Assist or lead special activities in the library such as chess. Year-round.
- Individual Game Instructor and/or Small Group Games Instructor:* Work with individuals or groups playing games and/or leading tournaments. Year-round.
- Music Instructor:* Teach boys how to read music and play guitar, piano or other instruments. Year-round.
- Small Group Coordinator (Tween Room):* Work with individuals or groups (ages 10 & 11) playing games and/or leading tournaments. Year-round.
- Mentor:* Work with a members one-on-one at the Club, serve as a positive influence and role model. Year-round.

### Sports Program Volunteers

- Coach, Official, Scorekeeper for Basketball. January through mid-March.
- Coach, Official, Scorekeeper for Flag Football. Mid-September through mid-November.
- Coach, Official, Scorekeeper for Wrestling. Mid-January through mid-March.
- Ice Skating Assistant:* Assist on trips to the ice arena and help members learn how to skate. On-call.
- Fitness Assistant:* Assist in running fitness activities such as weight lifting, fun runs, fitness fun stations. Year-round.
- Sports Card Club Assistant:* Promote and teach members about sports card collecting. Year-round.

### Thrift Store Volunteers (All year-round.)

- Cashier:* Greet people, run cash register, bag purchases.
- Sorting & Pricing:* Work in the back of the store sorting and cleaning donations, pricing items, some lifting required.
- Clothing Hanger:* Hanging, tagging, and pricing clothes and getting it to the sales floor in the proper departments.
- Display Person:* Make displays attractive throughout the store with donated merchandise, dressing mannequins.
- Electronics:* Test donated electronics, clean and repair them as needed to prepare for sale.
- Floor Assistant:* Keep store clean and organized, check dressing rooms, put away processed merchandise.
- Baling:* Responsible for baling clothing and shoes.

### Administrative Volunteers

- Volunteer Program Assistant:* Assist with the overall running of the volunteer program including publication of the volunteer newsletter, recruiting, volunteer appreciation activities, etc. Year-round.
- Event Sales Volunteer:* Help promote and recruit participants for fundraising events by contacting potential participants by phone, delivering flyers, soliciting donations, etc. Year-round, on-call.
- Special Events Volunteer:* Assist with the set up, execution, and tear down of special, Club, and fundraising events. Year-round, on-call.
- Virtual and/or Professional Volunteer:* Be on call to perform a variety of activities that are in your professional field, examples: graphic designer designing a poster for an event, English teacher editing a grant, a human resources manager serving as an on-call consultant. Year-round, on-call.

### Outdoors Program Volunteers

- Gold Panning Assistant/Instructor:* Go on gold panning trips with members, teach gold panning techniques and share the history of gold panning. On-call, based on weather.
- Rock-Mineral-Gemstone Instructor:* Go on trips/hikes with members and staff and lead the group in collecting and identifying rocks and gemstones. On-call, based on weather.
- Cabin Trip Assistant:* Assist with teaching outdoor activities and help supervise boys on overnight trips to the Club's cabin. Year-round.
- Fishing Trip Assistant:* Go on fishing trips and assist members with fishing, rigging lines, cleaning fish, and minor repair of fishing equipment. Year-round, based on weather.
- Bird Watcher/Instructor:* Go on trips/hikes with members and staff and lead the group in the finding and identification of birds. On-call, based on weather.

Please list any volunteer experiences you are interested in that are not listed on this sheet:

\_\_\_\_\_  
Please list any training and/or skills relevant to the volunteer experience(s) you are interested in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any organizations you are member of that might be interested in volunteering as a group:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DISCLOSURE FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

*Please Read Carefully Before Signing the Authorization*

### **DISCLOSURE**

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, The Club for Boys, ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr., Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: [www.intellicorp.net](http://www.intellicorp.net).

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

## AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize The Club for Boys to obtain and rely upon consumer reports or investigative consumer reports concerning me obtained from IntelliCorp Records, Inc.

By my signature below, I authorize the Club for Boys to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors under  
the age of 18)

\_\_\_\_\_  
Date

