



## Volunteer Application

### Contact Information:

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

DOB: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Availability: \_\_\_\_\_ : \_\_\_\_\_ pm - \_\_\_\_\_ : \_\_\_\_\_ pm on Wednesdays and \_\_\_\_\_ : \_\_\_\_\_ pm - \_\_\_\_\_ : \_\_\_\_\_ pm on Fridays

### Interests

In which areas are you most interested in volunteering at Amped? (Check all that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Games leader   | <input type="checkbox"/> Games helper           | <input type="checkbox"/> Snacks                |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Hanging out with kids  | <input type="checkbox"/> Clean up crew         |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Tutoring/homework help | <input type="checkbox"/> Teaching a life skill |

### Questions:

Please list and skills and qualifications that you have acquired through employment, previous volunteer work, hobbies or sports:

Please list any previous volunteer experience:

Explain why you would like to volunteer for Amped:

Are you certified in: First Aid  yes  no CPR  yes  no Pediatric CPR  yes  no

Please provide the name and phone number for three character references (exclude relatives)

1. Name (First & Last): \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name (First & Last): \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name (First & Last): \_\_\_\_\_ Phone: \_\_\_\_\_

Supporting families in our communities by promoting positive choices for life long success and providing a safe place for youth after school.



## CONFIDENTIAL Request for Criminal Records Check and Authorization

Each person over the age of 18 years old who wants to participate in the Amped program must undergo a criminal background check. Thank you for your cooperation as we do our best to ensure the safety of those who are entrusted to us.

I hereby request any Police Department to release any information which pertains to any record of conviction contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Have you ever been convicted of a sex-related crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, in what state did the conviction occur? \_\_\_\_\_  
If yes did the crime involve a minor? \_\_\_\_\_

Have you ever been convicted of a crime involving violence or the threat of violence?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, in what state did the conviction occur? \_\_\_\_\_

Please list each state you have resided in and indicate the length of time in each state:

State	Dates of residence (month/year)	
	From	To

I hereby grant to Amped After School Community permission to check civil or criminal records to verify any statement made on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Maiden name or former Alias

\_\_\_\_\_  
Driver's License Number or State Identification Number

\_\_\_\_\_  
Issuing State

The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries



## **Amped Protection and Prevention Policy**

### **Working with Children and Youth**

We are committed to providing a safe and secure environment for those participating in our volunteer activities involving children and youth. We also seek to minimize any vulnerability to unwarranted accusations of improper behavior that our organization, volunteers, and employees may experience as they fulfill their duties. To fulfill these commitments, Amped has adopted the following procedures to be used, without exception, when selecting volunteers and employees.

### **Volunteer or Employment Screening Procedures**

1. Prior to consideration, all candidates seeking a volunteer or employment position that involves working with children or youth will complete and return an initial volunteer application.
2. Amped will review the application and conduct a criminal background check.
3. All candidates must agree in writing that they have read and agree to follow these protection and prevention policies. This written agreement, along with the criminal background check, will be repeated annually.
4. All screening/background check forms will be kept confidential at all times in a locked file and shredded at the appropriate times.
5. When indicated by our reference and/or background checks, candidates who pose a potential threat to others, or have a prior history of physical or sexual abuse directed against another person, will be removed immediately from leadership positions within our organization.

### **Supervision**

1. At least two adults must be present at every function or program involving minors. One of these adults must be 21 years of age or older. The number of adult workers must be in accordance with state student/teacher ratio requirements.
2. Limited Exceptions to the two-person rule: Emergency Situations—for example, the isolation of a child during illness for the safety of the child and other children and workers.
3. Workers should arrive at least 10 minutes before a scheduled activity. They must remain at their assigned post until all people in their care have been picked up by an authorized person. No children or youth should be released to find their parents or wait unattended for transportation.

### **Restrictions**

1. Physical contact with children or youth should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, high-fives, brief side hugs or a brief touch on the shoulder. The situation and location should always be taken into account. For example, a hug

may be appropriate in public, but not in a private location. Workers should not have children sit on their lap.

2. Restroom use: Volunteers will not use the main restrooms. Volunteers must use the restrooms located in the Ministry Center or Clubhouse.

### **Discipline**

1. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone. Physical restraint should only be used in a situation where it is reasonably necessary to prevent an individual from physically harming himself or another individual.

2. Disciplinary problems should be reported to the director who will then inform the parent(s) or guardian(s).

### **Injuries or Illness**

1. Persons who are ill (with a fever, or a communicable disease that can be transmitted by cough or by touch) will not be permitted to participate in any activity.

3. Participants should be returned to their parent or guardian as soon as illness is discovered. If immediate return is not possible, then the person who is ill should be isolated in a manner that allows an adult worker to monitor the participant until he/she can be returned to a parent or guardian.

4. Take reasonable steps to avoid contact with blood, saliva, or other bodily fluids.

5. Workers who become aware of an injury to a worker or participant will take steps to ensure that proper medical attention is given to the injured person and provide for continued monitoring of the remaining activity participants.

6. Persons who have received an injury that is obviously minor should be given first aid as needed at the time of injury. The individual's parents or guardians should be notified of the injury when they pick up the injured person.

7. Any injury that may require medical treatment beyond simple first aid should be given immediate attention. The parents or guardians of the injured person should be notified immediately, along with the Amped director. If warranted by the injury, emergency medical personnel should be called. In this case, an Injury Report will be completed.

8. CPR/first aid courses will be offered annually to all volunteers/staff.

### **Reporting Abuse, Suspected or Witnessed**

1. Adults working with children or youth should immediately report to the Amped director, any behavior that appears to be abusive or inappropriate. Any physical or mental injury in evidence on any child or youth must be reported to local authorities as required by state and local laws.

2. Suspected or witnessed abuse is to be reported in writing by the Amped director. The report is to be completed as soon as possible following the verbal report and should be in as much detail as possible. Special attention should be given to time, place, what was suspected or witnessed, person making the report, indicators of abuse, family background, visible signs of any injury or remarks made by the child or youth.

3. Such reports will remain confidential with the exception of the involvement of the Amped director, law enforcement, our insurance carrier and/or an attorney.

### **Responding to Allegations of Abuse**

1. Proper responses to allegations of abuse can minimize the pain and liability for all parties involved in a given situation. It is Amped's goal to respond to allegations in a manner that people's rights to

privacy and confidentiality be maintained at the highest possible level. Adequate care and support for both the alleged victim and the accused will be considered mandatory at all times.

2. In the case of an allegation of abuse against a worker serving in Amped the following steps shall be taken:

- The Amped director shall document all efforts used when dealing with the allegation.
- The allegation will be reported as soon as possible to the Amped director.
- The incident shall be reported as soon as possible to the applicable insurance company.
- The accused will be relieved of duties until the investigation of said accusation occurs.
- The counsel of the insurance company representative when reporting to Child Protective Services will be followed.
- The parents of the alleged victim will be notified as soon as possible.
- If the accused is under the age of 18, his/her parents will be notified as soon as possible.
- The alleged victim must be supported by all the love and care that is reasonably possible.
- The accused must be treated with dignity, support and love.
- All means must be taken to ensure confidentiality at all levels of this process. Disclosure of information regarding the abuse or suspected abuse is prohibited, except as required for reporting purposes.

### **Transportation**

The following transportation safety policy pertains to Amped-sponsored activity, in either private vehicles or Amped vehicles. While this policy is intended to provide guidelines, it is important to understand that no policy can anticipate every possible situation. Each driver must use their own judgment to ensure the safety of vehicle occupants participating in an Amped-sponsored event.

1. Transportation is to be provided only by drivers that are authorized by Amped.

- Each driver must be at least 22 years old.
- Each driver must complete a screening form that will authorize a criminal background check. Violations disclosed on a criminal background check may disqualify a driver from transporting minors during an Amped-sponsored event (such as driving under the influence, possession of an open container, careless/reckless driving or suspension of driver's license).
- Each driver will be responsible to have a current driver's license and proof of insurance.

2. Permission slips/liability wavers are required from each minor and his or her parent or guardian. These slips are to be signed annually and kept in an appropriate file.

3. Three people must always be present in the vehicle when providing transportation, with the exception of an emergency. It is advisable for two or more minors to be present in each vehicle.

4. Seat belts are required for all occupants. No "double buckling" is allowed. It is the driver's responsibility to insure that all passengers wear seat belts when the vehicle is in motion.

5. Drivers should always give their vehicle an inspection prior to beginning a trip. This inspection should include checking for flat tires, operation of turn signals and lights, operation of the defroster and windshield wipers and fuel and other gauges.

6. Owners of private vehicles used for Amped-sponsored events should know that "liability follows the vehicle." This means that an accident involving a privately owned vehicle will go first to the vehicle owner and then, possibly, to Amped. All accidents that occur while a private vehicle is used for an Amped-sponsored event should be reported to the Amped director.

7. When using an Amped vehicle, the driver is responsible for the safe operation of the vehicle. This includes conforming to all traffic regulations, the management of persons riding in the vehicle and the safe loading and use of the vehicle. Amped will not be responsible for traffic tickets of the driver. The driver is responsible for returning the vehicle in clean condition with a full tank of gas. All accidents that occur while an Amped vehicle is used for an Amped-sponsored event should be reported to the Amped director.

8. Use of cellular phones while driving is not only illegal, but can cause distractions leading to serious injury. Amped workers or volunteers driving must not make or receive calls unless they use a hands-free device.

**Communication/Social Networking**

1. With the increasing use of new media communication over traditional forms, it is important to maintain healthy boundaries and practices for adults communicating with children/youth. If a parent or child reports inappropriate communication from any adult, a report to the Amped director should be made.

2. Amped workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing or disrespectful when communicating with each other or with minors involved in Amped activities.

3. Except in an emergency, Amped workers may not transmit any personal information pertaining to a minor without the participant and his or her parent or guardians consent. This applies to group texting, group e-mail or any other public method of electronic communication. Personal information may include such things as a minor’s name, phone number, e-mail address or photograph.

4. Amped workers who become aware of possible child abuse through electronic media must immediately notify the Amped director. Amped will consent with its attorney and report abuse as required by law.

**Annual Review**

1. Amped employees and all volunteers working in any capacity with children or youth will complete a renewal application annually.

2. Should the renewal application indicate that any employees or volunteers have become unsuitable for working with children or youth, they will be removed immediately from their current position.

**Revision of Policy and Procedures**

The leadership of Amped, with the assistance of legal counsel, will regularly review this policy and the procedures established within it. If necessary, the policies and procedures will be modified in accordance with the bylaws of the organization. When changes are made, leaders will communicate them to all employees and volunteers affected by the policy changes.

**I have read and agree to observe the Amped Protection and Prevention Policy**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

Revised 3.24.17