



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# MAKE A DIFFERENCE VOLUNTEER



There is no other volunteer organization quite like the Y. Each of our volunteers helps move people in our community forward, delivering the benefits of good health, strong connections, greater self-confidence and a sense of security to all who seek it. As the nation's leading nonprofit for youth development, healthy living and social responsibility, the Y provides kids, adults, families and communities with vital support and opportunities to learn, grow and thrive. We work every day to nurture the potential of kids, improve our community's health and well-being, and give back and support our neighbors.

**DuBOIS AREA YMCA**  
25 Parkway Drive  
DuBois, PA 15801  
814-375-9622  
[www.duboismca.org](http://www.duboismca.org)

Dear Friend,

Thank you for your interest in becoming a YMCA volunteer. Your desire to make a difference and give your time and talent back to the community is greatly appreciated.

In this packet, you will find a volunteer application. Please complete it and all attached forms in the packet and return to the front desk, while keeping this page for your reference.

To the right, you will see our Volunteer Code of Conduct and Youth Coach Creed. Please read over these documents and sign that you have read them on the application. Because the YMCA is youth-driven organization, all YMCA volunteers must also agree to background checks in order for the application to be considered.

There are many different volunteer opportunities at the YMCA. From annual community events like our Sustaining Campaign or Family Golf Classic to various school-age programs and sports; literally thousands and thousands of volunteer hours need to be filled each year.

Thank you again for your interest in volunteering at the DuBois Area YMCA.

**We are for youth development,  
healthy living and  
social responsibility.**

### **Mission Statement**

To put Christian principles into practice through programs that build healthy spirit, mind and body

### **Volunteer Code of Conduct**

1. Volunteers must adhere to the YMCA Four Core values of Respect, Responsibility, Caring and Honesty.
2. Volunteers must portray a positive role model by maintaining a positive attitude of respect, patience, encouragement, integrity, courtesy and maturity.
3. At no time during a YMCA program may a volunteer be alone with a single child where they cannot be observed by other adults.
4. Volunteers shall never leave a child involved with their program unsupervised.
5. Volunteers should appear clean, neat and appropriately dressed.
6. Volunteers are not to transport children in their own vehicles.
7. Volunteers must treat all program participants of all races, religions, cultures and backgrounds with the same respect and consideration.
8. Volunteers may not smoke or use tobacco products during YMCA events and activities.
9. Using, possessing or being under the influence of alcohol or illegal drugs during YMCA activities is strictly prohibited.
10. Profanity, inappropriate jokes/gestures, intimate displays of affection towards others are prohibited.
11. Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement, rather than comparison and criticism. Volunteers should abstain from humiliating or frightening types of disciplinary actions.
12. Volunteers will refrain from any action that could be considered child abuse including:
  - a. Physical Abuse: spanking, slapping, striking, intimidating
  - b. Verbal Abuse: humiliating, degrading, making threats
  - c. Sexual Abuse: inappropriate gesturing, touching, language
  - d. Mental Abuse: neglecting, shaming, cruelty, put downs

### **Youth Coach Creed**

1. I pledge myself to uphold the mission of the DuBois Area YMCA with my team members, coaches, spectators and opposing teams.
2. My primary aim as a YMCA coach is to develop youth in spirit, mind and body.
3. I will lead by example and display YMCA core values as listed above and Youth Sports Philosophy/Pillars/Pledge, which will inspire the youth around me to do the same.
4. I will seek to instill the principles of good sportsmanship and fair play in the youth under my care, as well as parents and spectators representing the team I am coaching.
5. I will complete the YMCA Youth Sports job description and take the on-line training, if requested.
6. I will read the Coaches Handbook, abide by and uphold it, as well as the rules and regulations of the specific sport as established by the YMCA.
7. I will at the conclusion of the game, line up my team and shake hands with each member/coach

# DuBois Area YMCA

## Volunteer Application

APPLICANT INFORMATION	Please fill out <u>entire</u> application in ink		
Last Name	First	M.I.	Home Phone
Address (street, city, state, zip)			Daytime Phone
Best Time/Place/Phone to Contact You			Cell Phone
At what location would you like to volunteer? <input checked="" type="checkbox"/> all that apply <input type="checkbox"/> DuBois <input type="checkbox"/> Treasure Lake <input type="checkbox"/> D R M C			Email Address
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No    if no enter birth date: <input type="text"/> / <input type="text"/> / <input type="text"/>  Volunteers under 18 years of age will need written permission & application signed by parent/guardian			Can we put you on our volunteer e-mail list? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you looking to fulfill a school requirement for your service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what school? _____ Number of Hours Needed: _____ Deadline: _____			
Is this for court ordered community service? <input type="checkbox"/> Yes <input type="checkbox"/> No    Certain offenses may limit the areas in which you can serve. Please explain offense or attach paperwork _____			

ASSIGNMENT PREFERENCES			
Please indicate your availability for volunteer service    Mark all that apply			
<i>Days of the Week:</i>	<i>Time of Day:</i>	<i>What program areas interest you?</i>	<i>Please check specific interests</i>
<input type="checkbox"/> Monday	<input type="checkbox"/> Mornings	<input type="checkbox"/> Adult Sports	<input type="checkbox"/> Annual Sustaining Campaign
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Aquatics	<input type="checkbox"/> Annual Food Festival
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Nights	<input type="checkbox"/> Building & Grounds	<input type="checkbox"/> Annual Family Golf Classic
<input type="checkbox"/> Thursday	<input type="checkbox"/> Anytime	<input type="checkbox"/> Child Care/Development	<input type="checkbox"/> Annual Triathlon/Triple Run Challenge
<input type="checkbox"/> Friday	<input type="checkbox"/> Only times listed below	<input type="checkbox"/> Family	<input type="checkbox"/> Annual Polar Bear Plunge
<input type="checkbox"/> Saturday	Specific Hours Available: _____	<input type="checkbox"/> Financial Development	<input type="checkbox"/> Family Fun Night
<input type="checkbox"/> Sunday		<input type="checkbox"/> Land Fitness	<input type="checkbox"/> Halloween at the Y
<input type="checkbox"/> Any Day		<input type="checkbox"/> Office Work	<input type="checkbox"/> Healthy Kids Day
May we contact you when needing volunteers for events? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Older Adult	<input type="checkbox"/> Baseball _ Youth
Day/Times Not Available: _____		<input type="checkbox"/> Preschool	<input type="checkbox"/> Basketball _ Youth _ Adult
List any specific volunteering (not listed to right) you would like to do at the DuBois Area YMCA: _____		<input type="checkbox"/> Special Events	<input type="checkbox"/> Flag Football _ Youth _ Adult
		<input type="checkbox"/> Teens/Youth	<input type="checkbox"/> Indoor Soccer _ Youth _ Adult
		<input type="checkbox"/> Youth Sports	<input type="checkbox"/> Jr. Pens Floor Hockey
		<input type="checkbox"/> 7th Grade Initiative Programs	<input type="checkbox"/> Pitch, Hit & Run (NFL)
		<input type="checkbox"/> Anything/Everything	<input type="checkbox"/> Punt Pass & Kick (MLB)
		<input type="checkbox"/> Other (please list) _____	<input type="checkbox"/> Swim Team
			<input type="checkbox"/> Volleyball _ Youth _ Adult

VOLUNTEER HISTORY			
I have volunteered with the YMCA in the past <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list below.	
I have volunteered with other organizations in the past <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list below.	
Name of Organization/Location	Dates Volunteered	Duties	Supervisor/Phone Number

WORK HISTORY / EDUCATION			
Current Employer:	Supervisor:	Work Phone:	
Position:	# of years:	May we contact your employer as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Highest Level of Education:	Course of Study:		
Special Certification/Skills:			
List any other previous experience that would relate to volunteering at the YMCA:			

PROFESSIONAL / PERSONAL REFERENCES		Please list at least two references	
<b>Reference #1</b>	Title		
Address	Work Phone		
	Home Phone		
Relationship	How long known?		
<b>Reference #2</b>	Title		
Address	Work Phone		
	Home Phone		
Relationship	How long known?		
<b>Reference #3</b>	Title		
Address	Work Phone		
	Home Phone		
Relationship	How long known?		
<b>APPLICATION SIGNATURE</b> Please read carefully and sign. If under 18, the signature of your parent/guardian is required.			

- All information contained in this application is true and correct to the best of my knowledge. I understand that misrepresentations or omissions of any kind may result in denial of volunteer service or be cause for subsequent dismissal if I am chosen for a volunteer assignment.
- My services are donated to the DuBois Area YMCA freely and without expectation of compensation or benefits. I understand that this application is not a contract and that volunteering at the YMCA is on an at-will basis, and that my volunteer service may be terminated with or without cause by me or the YMCA at any time.
- I have read and fully understand the DuBois Area YMCA's Volunteer Code of Conduct/Youth Coach Creed and agree to abide by it during all YMCA activities. I understand that failure to follow them may be cause for my dismissal at any time. During my service, I understand that I may never be alone with a single child where we cannot be observed by other adults. In addition, I understand that no type of child abuse will be tolerated and would be cause for immediate dismissal.

**4. Waiver of Liability**

I agree to hold the DuBois Area YMCA harmless for any injuries sustained on DuBois Area YMCA property while volunteering.

**5. Background Checks - Background Checks are mandatory for all volunteers**

I hereby will submit to the DuBois Area YMCA my PA criminal record check and child abuse history clearance. I authorize the DuBois Area YMCA to contact personal references. The purpose of this authorization is to assist the YMCA in getting to know me and to determine the best volunteer placement. The disclosure of the past civil/criminal information will be evaluated on an individual basis; relative to the type of service the individual is offering the YMCA. All information will be maintained in strict confidence and stored in confidential files.

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

BACKGROUND CHECKS	
In addition to this box, please complete online the PA Access To Criminal History Check, PA Child Abuse History Clearance. Websites on next page.	
Have you ever been charged with a crime? ____ Yes ____ No	
What	
Where	When

Are you currently registered with Corrections Services & Parole?  ____ Yes ____ No
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**For DuBois Area YMCA Staff use only...**

- Criminal Record Check Completed
- Child Abuse History Clearance Completed
- No Information Found (volunteer accepted)
- Criminal/Child Abuse History Found (volunteer accepted with restrictions)
- Criminal/Child Abuse History Found (volunteer not accepted)

Completed by...  
Date:

Please specify criminal/child abuse history found \_\_\_\_\_  
\_\_\_\_\_

Director requesting volunteer: \_\_\_\_\_

***CLEARANCES FOR BOTH ORGANIZATIONS LISTED BELOW  
CAN BE COMPLETED FREE ONLINE***

**Individual links for each organization**

- Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS/public/home>
- Pennsylvania Access To Criminal History Check Online at: <https://epatch.state.pa.us/Home.jsp>

Please refer to the following three pages in this packet for helpful instructions to complete forms.

# CLEARANCES FOR YMCA PROGRAM VOLUNTEERS (Both clearances are free online)

## PA CRIMINAL RECORD CHECK

If you already have completed this due to employment with children you can give us a copy of that.

If not, you can complete it yourself online starting at <https://epatch.state.pa.us/>

Click YELLOW BOX labeled "New Record Check (**Volunteers only**)", then click "Accept" in the Volunteer Acceptance box at the at bottom of Terms & Conditions page to get to Personal Information page (see below)

Completed Record Check: Turn in to YMCA Staff by printing out a paper copy or send an email with attached document to z\_wilcox@hotmail.com

NOTE: You cannot turn in a Criminal Check you have as a volunteer for another organization (e.g. Little League). It must be Site Specific.

### FIRST PAGE OF THE CRIMINAL RECORD CHECK

**IMPORTANT:** Use the information below as you type in the first page after clicking the YELLOW

## Personal Information

Please fill in the following form prior to making your record check request. Fields marked with an \* are required. A request resulting in an actual criminal record will be sent via U.S. Mail to the name and address listed below.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check.

Each background check performed will cost **\$ 0.00** dollars.

Reason For Request:	VolunteerFREE	
Volunteer Organization Name:	DuBois Area YMCA *	
Volunteer Organization Telephone Number:	<input type="text"/>	
First Name:	<input type="text"/>	* of your YMCA Supervisor
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	* of your YMCA Supervisor
Address Line 1:	25 Parkway Drive *	
Address Line 2:	<input type="text"/>	
City:	DuBois *	
State:		Pennsylvania *
Zip:	15801 *	
Country:	<input type="text" value="UNITED STA"/>	
Email Addr:	<input type="text"/>	
Phone Number:	814-375-9622 *	

## SECOND PAGE OF CRIMINAL CHECK

**IMPORTANT:** Use your OWN personal information as you type in this page.

### Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may **NOT** contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an \* are required. To submit multiple requests, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name:	<input type="text"/>	* YOUR First Name
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	* YOUR Last Name
Suffix:	<input type="text"/>	
Social Security #:	<input type="text"/>	(xxxxxxxx) (Highly recommended) YOUR SS #
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	(mm/dd/yyyy) * YOUR Birthday
Sex:	<input type="text" value="Unknown"/>	
Race:	<input type="text" value="Unknown"/>	

#### Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## PA CHILD ABUSE HISTORY CLEARANCE CHECK

If you already have completed this due to employment with children you can give us a copy of that.

If not, you can complete the process by going to:

[HTTPS://WWW.COMPASS.STATE.PA.US/CWIS/PUBLIC/HOME](https://www.compass.state.pa.us/cwis/public/home)

### ***SAMPLE of Home Page of Child Abuse History Clearance Check***

WELCOME TO THE

## Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#)

[CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers.

[ORGANIZATION LOGIN](#)

[CREATE ORGANIZATION ACCOUNT](#)

**You must create an Individual Account and complete this online yourself. THE YMCA DOES NOT HAVE AN ORGANIZATION ACCOUNT. You must do this yourself online and then turn the completed form in to the YMCA Staff with whom you are volunteering.**