



VOLUNTEER PACKET

Human Resources—Employment Department
Employment Coordinator
801 N. Dearborn Street
Chicago, IL 60610
Main 312.932.1281
Fax 312.447.7640



YMCA of Metropolitan Chicago
Volunteer Candidate Form

Personal Information

Name _____ Date _____
First Middle Initial Last

Address _____ Email Address _____
(street number and name, city, state, zip code)

Telephone Numbers (please indicate home, work, cell phone, pager, etc.):

Current Occupation _____ Employer/School _____

Are you 18 years of age or older? Yes _____ No _____ If no, what is your birth date? _____

Have you ever volunteered for a YMCA or been employed by a YMCA? Yes _____ No _____
If yes, please indicate which YMCA(s), what you did there and when:
YMCA/City, State Job/Volunteer Assignment Dates Employed or Dates Volunteered
1. _____
2. _____

Have you been convicted of any criminal offense (other than a juvenile offense which has been expunged from your record), or have you been released from prison in the last 10 years? Yes _____ No _____
If yes, please describe in full:

Why do you want to volunteer? (please check all that apply)

- Do something good Meet new people Court-ordered community service
 Use or develop skills unrelated to work Gain experience in a desired field of work
 Internship requirements School graduation requirements Church program requirements
 Other (please specify) _____

Availability

How many hours per week do you wish to commit to a YMCA volunteer assignment? _____

If not a weekly volunteer assignment, what schedule can you commit to? _____

How long will your initial commitment to YMCA volunteer work be?

___six months

___a year

other: _____

Please use the grid below to indicate your current availability for a YMCA volunteer assignment.

Time of Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
morning							
afternoon							
evening							

Related Background Information

Training, Formal Education or Certifications You Can Apply as a YMCA Volunteer _____

Paid or Volunteer Work Experience You Can Apply as a YMCA Volunteer _____

Skills or Interests You Can Apply as a YMCA Volunteer _____

References

Please supply work, volunteer or personal references. Do not list relatives or household members.

Name	Relationship to You	Address	Phone Number(s)
1.			
2.			

In case of emergency, who should we contact (name, relationship to you, phone number[s])?

I certify that the information contained herein is correct to the best of my knowledge and understand that falsification of information or omission of significant information may be grounds for dismissal. I authorize the YMCA of Metropolitan Chicago to investigate and verify the information I have submitted on this candidate form. I agree to conform to the rules and regulations of the YMCA of Metropolitan Chicago and acknowledge that these rules and regulations may be changed at any time, at the YMCA's sole option and without prior notice.

Volunteer specifically assumes all risks of injury arising out of his or her presence on or about the premises, or his or her use or intended use of the equipment and facilities, or his or her participation in the activities of the Young Men's Christian Association (YMCA) of Metropolitan Chicago, an Illinois Charter corporation, and does hereby for himself or herself, his or her heirs, executors and administrators waive, release and agree to hold free from all claims for damages the YMCA of Metropolitan Chicago and its respective officers, directors, Board of Managers, Trustees, members, employees or agents.

Volunteer Candidate Signature _____ Today's Date _____

Signature of Volunteer Candidate's
Legal Guardian (if under 18) _____ Today's Date _____



Voluntary Self Identification Form

As an equal employment opportunity employer, the YMCA of Metropolitan Chicago compiles and reports specified data about our applicants as well as our employee population.

We ask you to **voluntarily** assist us to improve the effectiveness of our affirmative action efforts by allowing us provide the most accurate data. Please indicate below the one race/ethnic category with which you most closely identify.

The information you provide will be used solely for reporting and statistical analysis purposes. Although we would greatly appreciate your voluntary cooperation, refusal to supply this information will not subject any applicant or employee to adverse treatment.

Do you volunteer to complete this form? Yes No

CLASSIFICATIONS SPECIFIED BY THE DEPARTMENT OF LABOR:

- American Indian/ Alaska Native All persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal affiliation or community recognition.
- Asian All persons having origins in any of the original peoples of Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands.
- Black or African American All persons having origins in any of the black racial groups of Africa (not of Hispanic origin).
- Caucasian All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of Hispanic origin).
- Hispanic or Latino (all races) All persons of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin, regardless of race.
- Native Hawaiian/ Pacific Islander All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races

VOLUNTARY IDENTIFICATION IN OTHER AREAS: (please check all that apply)

- Male Female
- Disabled

If you are a Veteran please complete the section below. (please check all that apply)

Date of Discharge: _____

- Veteran of the Vietnam Era Other Protected Veteran Disabled Veteran

I understand that completion of this form is optional Yes No

Name (please print): _____

Signature: _____

Date: _____

HR Use Only:

Center: _____

Entered _____ Date _____

HR use Only:

Background
 Database
 Applicant Tracking
Date Entered: ___/___/___
Date Returned: ___/___/___



BACKGROUND INQUIRY AUTHORIZATION
VOLUNTEERS AND INTERNS

In connection with my volunteer application with the YMCA of Metropolitan Chicago, I understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on me including criminal records, driving record, education, prior employer verification and others. These reports will include experience along with reasons for termination of past employment. Further I understand that you will be requesting information from various Federal, State, local and other agencies which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information. I have the right to make a request of CIC Applicant Background Checks, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above mentioned reports at any time during my volunteer service.

Fax to: 312-447-7640
No fax cover letter is necessary
Please print clearly

Position: _____

Position applied for: _____ YMCA Center _____

Full Name (Including middle name) _____

Other or former names _____

Home Address _____

City _____ State _____ ZIP _____

Home Telephone Number _____

Social Security Number _____ - _____ - _____

Date of Birth: Month _____ Day _____ Year _____

Drivers License: State _____ Number _____

- Have you ever been convicted of a felony? Yes No
(You are not obligated to disclose sealed or expunged records of convictions or arrests)
- Have you lived in another state in the past 7 years? If yes, list city & state: _____
- Have you ever worked for the YMCA of Metropolitan Chicago? Yes No - When? _____

I certify that I have read and understood the foregoing language and understand that information obtained as a result of my authorizing this investigation is confidential. I agree to hold CIC, Inc. and the YMCA of Metropolitan Chicago harmless regarding any information that is obtained during the inquiry.

Signature

Date

Signature, Legal Guardian (if under 18 years old)

Date

Volunteer Conduct, Reporting & Confidentiality Agreement

I, the undersigned Volunteer of the Young Men's Christian Association of Chicago (the "YMCA"), in consideration of my continued employment by the YMCA, hereby acknowledge and agree in this Volunteer Conduct and Confidentiality Agreement ("Agreement") that:

1. **Compliance with Policies & Procedures:** I will abide by all YMCA policies and procedures, including but not limited to those set forth or referenced in the YMCA Volunteer Handbook (the "Handbook"), which I acknowledge I have received, read, and understood, this Agreement and any other policies that have been broadly communicated and distributed that I should reasonably be aware of. I understand that these applicable policies and procedures include, without limitation, all policies and procedures related to workplace conduct, harassment, outside employment, conflict of interest, security, and confidentiality. I understand that the remaining provisions of this Agreement may amplify, but they do not limit, the scope or applicability of the provisions and policies set forth in the Handbook or elsewhere.

2. **Confidential Information:** I may, in the performance of my duties for the YMCA or otherwise, become aware of information pertaining to the YMCA's business or financial operations and strategies, marketing methods, donor development plans, real estate transactions or plans, trade secrets, advertising strategies, client, vendor, or donor lists, or information regarding clients and potential clients, vendors or potential vendors, donors or potential donors, or information regarding business associates, health care professionals, members of the Board of Managers, members of the Board of Trustees, or Volunteers. I recognize and agree that all such information (the "Confidential Information") is proprietary to the YMCA and confidential. Except as properly authorized in the course of my job duties on behalf of the YMCA, or as required by law, I will not disclose any such Confidential Information, whether during my employment with the YMCA or at any time thereafter, to any person, firm, corporation, or other entity whatsoever, unless and until it becomes generally available to the public through proper means not in violation of this Agreement. I further agree that I will not destroy or alter Confidential Information except as properly authorized within the scope of my job duties.

3. **Measures to Maintain Confidentiality:** I will safeguard and maintain the confidentiality of Confidential Information by, among other measures, (a) refraining from speaking about such information in places or in a manner that would, or reasonably could, allow others to overhear; (b) securing documents or files containing Confidential Information except as and when necessary for the performance of my duties; and (c) logging off from my computer terminal before leaving my work area. I agree that I will not remove or transmit any YMCA records, data, or files from the premises of the YMCA without proper authorization.

4. **Confidentiality of Passwords, ID, & Access Codes:** I agree to safeguard and maintain confidentiality with respect to all passwords, access codes, user ID codes, and authorizations that I may have to access the YMCA's computer systems or Confidential Information. I agree that I will not allow others to use my password or ID code, and I will not use any other Volunteer's password or ID code, unless a valid business reason exists for doing so (such as properly retrieving information in an emergency), in which case I agree that I must promptly report my use of such password or ID code to the YMCA's Executive Director, Vice President of Human Resources, an Executive Vice President or the CEO.

5. Compliance with Law: I agree that I will abide by all applicable federal, state, or local laws or regulations pertaining to healthcare and treatment records and other confidential information, including but not limited to HIPPA and the ADA, and to attend any mandatory training sessions required in the course of my employment with respect to such laws and regulations.

6. Reporting Unauthorized Access or Use: I agree that I will report any suspected or known unauthorized access to, use, or disclosure of Confidential Information to the YMCA's Vice President of Human Resources, an Executive Vice President, the CEO, or, for information protected by HIPPA, the Privacy Officer.

7. Reporting Responsibilities Concerning Audit & Accounting Matters:

A. I agree that I have been instructed to report any concerns I may have regarding what I perceive to be questionable auditing or accounting matters by the YMCA or its auditors to the YMCA's Vice President of Human Resources, an Executive Vice President, or the CEO. I understand that such submissions may be made anonymously and all submissions will be handled confidentially. I understand that if I am uncomfortable reporting any such matter to the foregoing, because of their potential involvement in the matter or for any other reason, I may report the matter in writing directly to the Chair of the Audit Committee, c/o Corporate Secretary at 801 N. Dearborn St., Chicago, IL 60610. The Audit Committee will be responsible for reviewing the concerns submitted by Volunteers. **In other words, I have a "Duty to Act" anytime I become aware of any such wrongdoings.**

B. I understand that the YMCA prohibits its Volunteers, officers, agents, contractors and subcontractors from taking any retaliatory action against an Volunteer because that Volunteer has provided information to, or assisted in an investigation by, (i) YMCA supervisory personnel; (ii) any state or federal regulatory or law enforcement agency; or (iii) any member or committee of Congress regarding activities the Volunteer reasonably believes are a violation of federal laws related to corporate fraud. The YMCA further prohibits any retaliation against any Volunteer because that Volunteer assisted or participated in a proceeding that has been filed or is about to be filed relating to alleged fraudulent activities or violations. Forms of prohibited retaliation include discharge, suspension, threats, harassment or other discrimination because of the Volunteer's protected activities. **For the YMCA to effectively implement this policy, I understand that it is critical that all Volunteers respond to and report any concerns of retaliatory behavior (threatened or actual). If an Volunteer believes that he or she has been subject to retaliation because he or she has taken any of the actions listed above, the Volunteer should report such conduct to YMCA's Vice President of Human Resources, an Executive Vice President, or the CEO, or Chair of the Audit Committee.** The YMCA will investigate promptly any complaint of retaliatory or other improper behavior. Complaints and investigations will be handled in a confidential manner, consistent with any corrective action that needs to be taken by the YMCA. I am aware that I personally may be subject to criminal liability if I retaliate against an individual because that individual provided truthful information to a law enforcement or company official regarding the commission or possible commission of a federal offense.

C. I am also aware that I personally may be subject to criminal liability if I knowingly make a false entry or alter, destroy, conceal or falsify documents or other items with the intent to impede, obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any United States department or agency or if I corruptly alter, destroy or conceal a record, document or object or attempt to do so with the intent to impair the document's integrity or availability for an official government proceeding. As provided for in the YMCA's Document

Retention Policy, I will retain documents or other items that relate to any investigation or other matter that is pending with a government department or agency, such as the Equal Employment Opportunity Commission or the Department of Labor. Volunteers who are responsible for the maintenance and retention of such documents will be informed when the YMCA has received a charge or is aware that an investigation has been initiated. If I receive a request concerning the alteration, concealment or destruction of a document which I believe is not proper, I understand that I should contact the YMCA's Vice President of Human Resources, an Executive Vice President, or the CEO.

8. Return of Documents & Information: Upon the termination of my employment, I agree that I will promptly return any and all documents and other information in my possession or control that contain Confidential Information or data or ideas generated on behalf of the YMCA, including but not limited to, all documents, memoranda, notes, records, reports, manuals, correspondence, client, vendor or donor lists, financial records, agreements, proposals, and other materials, whether stored on paper, computer, disk, or any other means of data storage. I will also return all YMCA keys and equipment.
9. Disciplinary Action: I understand that my failure to comply with any of the provisions of the Handbook, any other applicable YMCA policy, or this Agreement may, without limiting any other remedies that may be available to the YMCA or any other affected party, result in disciplinary action up to and including immediate termination.
10. I UNDERSTAND AND AGREE THAT MY EMPLOYMENT WITH THE YMCA IS AT ALL TIMES AT-WILL, MEANING THAT IT CAN BE TERMINATED AT ANY TIME BY EITHER THE YMCA OR ME, WITH OR WITHOUT NOTICE OR CAUSE, AND FOR ANY OR NO REASON. I ACKNOWLEDGE THAT THE HANDBOOK, OTHER APPLICABLE YMCA EMPLOYMENT POLICIES, AND THIS AGREEMENT PROVIDE GUIDELINES AND DIRECTION CONCERNING MY DUTIES AND OBLIGATIONS AS A YMCA VOLUNTEER, BUT NOTWITHSTANDING ANYTHING TO THE CONTRARY THAT MAY BE STATED OR IMPLIED THEREIN, THEY DO NOT CONSTITUTE OR CREATE A CONTRACT OF EMPLOYMENT FOR ANY DURATION OR IN ANY WAY LIMIT THE AT-WILL NATURE OF MY EMPLOYMENT.

By signing below, I agree that I have read the foregoing Agreement, understand each of its terms, and freely and voluntarily agree to be bound hereto.

AGREED:

Volunteer Signature

Volunteer Name (Please print)

Date: _____

YMCA of the USA
Child Abuse Prevention Training for Front-Line Staff

Handout 10—Code of Conduct
(for YMCA Staff and Volunteers)

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.

2. Staff shall never leave a child unsupervised.

3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.

4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.

5. Staff shall not abuse children in any way, including
 - physical abuse—striking, spanking, shaking, slapping, and so on;
 - verbal abuse—humiliating, degrading, threatening, and so on;
 - sexual abuse—touching or speaking inappropriately;
 - mental abuse—shaming, withholding kindness, being cruel, and so on;
 - neglect—withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

19. Staff must be free of physical and psychological conditions that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

I understand that any violation of this Code of Conduct may result in termination.

Employee, Volunteer or Intern Signature

Date

Employee, Volunteer or Intern Print Name

Supervisor, Hiring Manager or Human Resources Signature

Date