

**BOYS & GIRLS CLUB  
OF CHEYENNE**

**BOYS & GIRLS CLUB OF CHEYENNE  
MENTOR/VOLUNTEER APPLICATION**

*(Please type or print)*

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_

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

Business phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

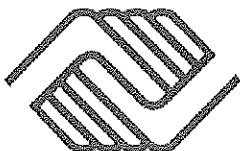
~~~~~  
Preferred Day to Mentor (Mon - Sat) - Choice #1: \_\_\_\_\_ Choice #2: \_\_\_\_\_

Best Time of Day to Mentor (check all that apply): Morning  Afternoon:  Evening:

Do you prefer to be matched with: (check one): Male  Female  No preference

Do you prefer to be matched with: (check one): Younger youth  Teen  No preference

- On the back of this application or a separate sheet of paper, write a brief statement on why you wish to be a mentor in the Mentoring Program at the Boys & Girls Club.
- On the back of this application or a separate sheet of paper, describe special interests or hobbies that may be helpful in matching you with a mentee (e.g. cooking, crafts, career interests, games, sports, computers, art, needlepoint, languages, music, painting, etc.).



**BOYS & GIRLS CLUB  
OF CHEYENNE**

List the addresses where you have lived for the last 10 years (begin with the most recent after the current address listed above). Use back of page or separate sheet if more space is needed:

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

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

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

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

Please provide three personal references (other than family members):

1. Name: \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

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

2. Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

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

3. Name \_\_\_\_\_ Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

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

**Employment History:** List the last three places of employment starting with most recent:

1. Company: \_\_\_\_\_ Occupation: \_\_\_\_\_ Title: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

2. Company: \_\_\_\_\_ Occupation: \_\_\_\_\_ Title: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

3. Company: \_\_\_\_\_ Occupation: \_\_\_\_\_ Title: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_



### **Mentor Release Statement**

I, the undersigned, hereby state that if accepted as a mentor, I agree to abide by the rules and regulations of the Mentoring Program at the Boys & Girls Club (hereafter known as the "Club"). I understand that the program involves spending a minimum of one hour per week at the Club. I am not allowed to take the youth off the Club grounds. Further, I understand that I will attend a training session, keep in regular contact with my mentee and communicate with staff regularly during this period. I am willing to commit to one year in the program and then may be asked to renew for another year.

I have not been convicted of (a) any felony of any kind, or any misdemeanor involving (b) harm or threat of harm to another person, (c) controlled substances, (d) acts of a sexual nature, or (e) cruelty to animals. I am not under current indictment. Further, I hereby fully release, discharge and hold harmless the Club, participating organizations and all of their employees, officers, directors, and coordinators from any and all liability, claims, causes of action, costs and expenses which may be or may at any time hereafter become attributable to my participation in the Mentoring Program.

I understand that the Club staff reserves the right to terminate a mentor from the program. The program takes place only at the Club and does not encourage or approve of relationships established between mentor/mentee and family members beyond the organized and supervised activities of the program. I give permission for program staff to conduct a criminal background check as part of the screening for entrance into the program. This includes verification of personal and employment references as well as a criminal check with the authorities. Program staff has final right of acceptance of applicant into the program and reserves the right to terminate a mentor from the program at any time. I have read this Release Statement and agree to the contents. I certify that all statements in this application are true and accurate.

---

(Mentor Signature)

---

(Date)





**BOYS & GIRLS CLUB  
OF CHEYENNE**

The Boys & Girls Club of Cheyenne conducts background checks for screening of criminal convictions based on Boys & Girls Clubs of America and governmental agency guidelines.

I am authorizing the Boys & Girls Club of Cheyenne to conduct my background check at least annually.

Please print legibly.

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

Maiden Name: \_\_\_\_\_

Aliases: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

For grant purposes only:

Ethnicity: \_\_\_\_\_ Sex: \_\_\_\_\_

Signature: \_\_\_\_\_

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

If under age 18, Printed Name of parent or guardian:

\_\_\_\_\_

Parent or Guardian signature:

\_\_\_\_\_

Date:

\_\_\_\_\_





## Employee Code of Conduct

1. In order to protect the Boys & Girls Club, employees, volunteers and members, at no time during a Boys & Girls Club program may an employee be alone with a single child where others cannot observe him or her. As employees supervise members, they should space themselves in such a way that other employees can see them.
2. Employees shall never leave a child unsupervised.
3. Employees shall use single stall restrooms if available. At no time may an employee be with a member in a restroom stall.

To allow for the privacy of the members and protection for the employee and Boys & Girls Club, employees shall follow the procedure established for monitoring members using the restroom for each location. .

4. No employee shall abuse members including:
  - Physical abuse – to strike, spank, shake, slap;
  - Verbal abuse – to humiliate, degrade, threaten;
  - Sexual abuse – to inappropriately touch or speak;
  - Mental abuse – to shame, withhold kindness, be cruel;
  - Neglect – to withhold food, water, basic care, etc.

NO TYPE OF ABUSE WILL BE TOLERATED AND MAY BE CAUSE FOR IMMEDIATE DISMISSAL

5. Employees must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Employees will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.
6. Employees may conduct a brief health check of members, each day, as they enter the program. Employees should be aware of the member's general health and wellbeing noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or member in a non-threatening way. Any questionable marks or responses will be documented.
7. Employees must respond to members with respect and consideration and treat all members equally regardless of race, color, gender or sex, religion, national origin, age, disability or other characteristic protected by law.
8. Employees will respect member's rights to not be touched in ways that make them feel uncomfortable, and their right to say no.
9. Employees will refrain from intimate displays of affection towards others in the presence of members, parents, and staff.
10. Employees must always appear clean, neat and properly dressed. See Employee Handbook Section 2.07 Dress.
11. Smoking or the use of tobacco products in the presence of members or parents during working hours is prohibited. See Employee Handbook Section 10.05 Tobacco Usage.
12. Employees will portray a positive role model for members by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

13. An employee may not be alone with a member that he or she met in Boys & Girls Club programs outside the Boys & Girls Club. This includes babysitting, sleepovers, and inviting children to your home. Any exception requires this to be declared, signed off by the parents, and approved by the Chief Professional Officer. See Employee Handbook Section 2.09 Fraternization.
14. An employee is not to transport members in their own vehicles. See Employee Handbook Section 2.14 Transporting Members.
15. Under no circumstances should employees release members to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent/guardian authorization must be on file).
16. Each employee will be aware of the BGCA Critical Incident Reporting guidelines.
17. Employees will act in manner that is honest, caring, respectful, fair, spiritual, and with a sense of justice.

I understand that any violation of this Code of Conduct may result in disciplinary action, up to and including termination of employment.

---

Employee Printed Name Date

---

Employee Signature Date





**AUTHORIZATION OF RELEASE OF CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY INFORMATION**

**To Be Completed by Person Being Screened (Please type or print legibly in ink.)**

I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry Record Search to check for abuse, neglect and exploitation of children or vulnerable adults. I agree to provide the following information and any other information needed to initiate the background check. I understand that any falsification of information or substantiated abuse or neglect activities may be the grounds for termination of employment.

\*Full Legal Name \_\_\_\_\_

\*Maiden Name \_\_\_\_\_

\*Former Married Names \_\_\_\_\_

\*Aliases or Nickname \_\_\_\_\_

\*Social Security Number \_\_\_\_\_

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

\*Gender: Male  Female

\*Current Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_ \*Phone \_\_\_\_\_

\*List All Addresses for the past five (5) years

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

"Voluntarily" List Names of Your Children (This information assures accuracy of the screen)

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**If you do not agree to electronic submission of results to the email address listed on page 1 please opt out by initialing here.** \_\_\_\_\_

I hereby authorize the results of this check be provided to the Organization/Agency identified on Page 1 of this form. If this application is being made as a requirement of a child placing agency, therapeutic foster care, and/or an adoption agency, I hereby authorize the requesting agency to provide the results of this check to the Department of Family Services.

\_\_\_\_\_  
\*Signature of Person Being Screened

\_\_\_\_\_  
\*Date Valid for 60 Days

\*Pursuant to W.S. 14-3-214(f) and W.S. 35-20-116(a), any applicant receiving a report that a prospective employee/volunteer is "under investigation", shall be notified of the final determination of that investigation. A second screen result will be sent to the Organization/Agency on Page 1 when a final determination is made in these cases.