



Volunteer Application 2016-2017

Please complete the attached adult volunteer application (for ages 18+) and either hand deliver, mail, email or fax it to The Bresee Foundation's Volunteer Program at:

184 South Bimini Place, Los Angeles, CA 90004
Fax: (213) 385-8482 **ATTN: Volunteer Program**
volunteer@bresee.org

Please call 213-387-2822 ext. 111
or volunteer@bresee.org with any questions you may have.

Volunteer Application Process

- Complete and submit attached volunteer application.
- Complete tour and interview.
- Complete next steps:
 - Live Scan background check. Results automatically submitted.
 - Tuberculosis (TB) skin test (must be within last 6 months). Submit results.
- Attend mandatory training/orientation if accepted.

We will:

- Complete your reference check.
- Collect the results from your Livescan and TB test.
- Notify you of final acceptance or rejection.
 - If you are accepted, we will schedule your orientation shortly thereafter.

Bresee Volunteer Application

The following information will be used to match your expertise, interests, and skills requested by the program coordinators.

Personal Information

Name: _____ Date of Application: ____/____/2016

How did you hear about Bresee? _____ Are you a Bresee alumnus? Y N

Home Address or PO BOX: _____

City: _____ State: _____ Zip _____ Gender: M F

Home or Work #_(_____)_____-_____ Mobile/Alternate #_(_____)_____-_____

Which number do you prefer us to call first: Home/Work Mobile/Alternative

Primary Email: _____ Date of Birth: ____/____/____

Emergency Contact

Name: _____ Relationship: _____ Phone #: _(_____)_____-_____

Educational Background and Employment Information

Highest Degree of Education Completed:

High school/GED Technical certificate AA/AS Bachelors Masters Doctorate

Name of last school attended: _____ Area of study: _____

Current Employer: _____

Job Title: _____ Length of Time with Current Employer: _____

References

Please provide us with 3 references that we may contact prior to approving your volunteer application.

Please provide contact information where the person can be reached during business hours.

PROFESSIONAL

Name: _____ # of Years Acquainted: _____

Primary #: _(_____)_____-_____ Secondary #: _(_____)_____-_____

PERSONAL/FRIEND

Name: _____ # of Years Acquainted: _____

Primary #: _(_____)_____-_____ Secondary #: _(_____)_____-_____

PERSONAL/FRIEND

Name: _____ # of Years Acquainted: _____

Primary #: _(_____)_____-_____ Secondary #: _(_____)_____-_____

Volunteer Preferences

Why are you interested in volunteering?

- I want to help the community I want to gain experience
 I need volunteer hours: If so, how many hours must you complete? _____ hours, by _____ (date).

Volunteer Schedule and Placement

Please record your preferences regarding schedule and placement by checking all of the boxes that apply. All volunteers must commit to following a regular schedule and serving for at least one full term. Please note that the Education and Enrichment volunteer opportunities are only available in the afterschool hours (4-7pm).

Term Available: Fall (Sept- Dec) Spring (Jan - May) Summer (June – Aug)

Days Available: Monday Tuesday Wednesday Thursday Friday

In what capacity would you like to volunteer? (Check all that apply.)

Education

- Middle School (MS) HW Help/Tutoring
 High School (HS) HW Help/Tutoring
 Gang Reduction and Youth Development Time

Enrichment

- Assist Middle School enrichment workshop (examples include STEM, gardening, nutrition, coding. Complete list will be provided at interview stage.)
 Assist High School enrichment workshop/time (examples include graphic design, multimedia, coding, music, college prep. Complete list will be provided at interview stage.)

What qualifications/training/experience do you have for this position? _____

Behind the Scenes (Flexible schedule)

- College/Career Counselor Assistant
 Family Services Assistant
 Office Assistant
 GRYD Office Assistant

Though we will do our best to place you in your desired position, spaces for each position are limited and subject to availability. Please indicate your first through third choice positions below so we may place you accordingly:

1st: _____ 2nd: _____ 3rd: _____

Breese Foundation
VOLUNTEER POLICY

The Application Process

The volunteer application process is designed to establish a profile of volunteers, to determine their qualification for service. During the process, Breese staff will elicit personal information from me. It is my responsibility to ensure that the program receives any necessary information that would aid in the assessment process, knowing that this information will be kept confidential. Non-compliance will result in withdrawal of my consideration as a volunteer. I also understand that the information contained on my application will be verified by Breese Foundation. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant or my termination as a volunteer. I acknowledge that in the event of the Breese Foundation's determination of my ineligibility, a reason for denial will not be provided or required.

Code of Conduct

I understand that I must adhere to the following Code of Conduct at all times and that failing to do so may result in my immediate termination as a volunteer:

While encouraging the cultivation of positive relationships with students, all volunteers are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:

1. Meeting individually with students behind closed doors, regardless of gender.
2. Remaining on site with student(s) after the last administrator leaves the site without permission.
3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of student(s) that are unprofessional, unethical, illegal, immoral, or exploitative.
4. Giving student(s) gifts, rewards or incentives that are not related to program activities or for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing or demeaning. This includes comments made in jest.
6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the program.
7. Transporting student(s) in a personal vehicle.
8. Taking or accompanying student(s) off campus, except when accompanied by a staff member.
9. Meeting with or being in the company of student(s) off-site, except for approved activities and when accompanied by a staff member.
10. Communicating with student(s) outside of the center in writing, by phone/email/electronically, or via internet (including blogs, social networks, etc.) at any time.
11. Providing student(s) with a personal home/cellular telephone number, personal email address, home address or other personal contact information.

Property

I acknowledge that this application is the property of the Breese Foundation. I also understand and agree that any and all materials that I design or create for use at Breese as a volunteer will be property of Breese. I grant the Breese Foundation the right to use any photographs of me taken during my service, both in print and electronically.

Waiver/Assumption of Risk

I waive and release the Breese Foundation from any liability, claim, or demands that may arise during my time of service.

Agreement

By signing below, I acknowledge that I have carefully read this agreement, fully understand its contents, and will adhere to all policies as listed.

Applicant Signature

Print Name

_____/_____/2016
Date