



PROCEDURES TO ONBOARD A VOLUNTEER

A volunteer is someone over the age of 18 who serves 16 hours per month or 32 hours per year. The volunteer could provide direct service to the members or do service projects without interacting with the members.

I. Volunteer Classifications:

- A. **Individuals** – a person volunteering short-term or ongoing with a specific commitment of time.
- B. **Court Mandated** – a person who has court-mandated hours and meets the Club's barrier crime requirement. The hours are dictated by the Court.
- C. **Community Volunteer groups** -These would include civic service organizations (Kiwanis, Rotary, Optimist, etc.), companies/businesses (employees working together from the same entity), or other outside groups which do not require membership (church groups). These groups typically want to do a one-time project, event, or activity.
- D. **Member Aides** – a person assigned to work with a special needs child at our Club, but who is not employed nor paid by the Club.

II. Volunteer Assignments:

- A. **Program Support** - they are in the program area as an expert or support staff to our Youth Development Professionals (YDPs).
- B. **Administrative Support** - they are supporting the administrative staff of the Club to prepare program materials, supporting aspects of marketing and PR or Fundraising, etc.
- C. **Service Projects** - they are taking on a project and are not involved with our members. These projects include actions like Club beautification, decorating for special events, improvements, etc.

INTAKE PROCESS FOR VOLUNTEERS

1. A *Volunteer Application* must be completed and submitted to the HR/Office Manager.
2. A volunteer must be interviewed by an executive team member.
3. A volunteer must provide three references. If they volunteered at another BGC we must call the Club to obtain a reference.
4. A volunteer must do an annual background check (First Advantage and Live Scan).
5. A volunteer must participate in the Club's Orientation process.
6. A volunteer must use their volunteer shirt and badge while serving.

ONE-TIME PROJECT VOLUNTEER

1. The project must be pre-approved by the CEO and Office Manager.
2. The group leader/representative will be directed to the Office Manager.
3. All volunteers involved will be required to sign a volunteer waiver form prior to the day of service.

VOLUNTEER TRACKING

1. ALL volunteers must sign in and out each time they volunteer at a site.



2. A Volunteer must be assigned to work alongside other staff. Volunteers must be supervised at all times and cannot conduct programs on their own.
3. Coordinators are responsible for ensuring volunteers are following Club guidelines and conduct.

SERVICE PROJECTS – not youth-related service

1. The group representative will be directed to the appropriate BGCWV staff member.
2. The approved list of projects is maintained by the HR/Office Manager.
3. The HR/Office Manager will assess if BGCWV staff are necessary to assist and/or supervise.
4. All service projects are scheduled during non-programming hours.
5. All volunteers involved are required to sign in and out on the day of service.
6. All volunteers will be given a waiver form to sign prior to the day of service.

VOLUNTEER STEWARDSHIP

1. All waivers and sign-in sheets are kept by the HR/Office Manager.
2. The Chief Philanthropy Officer will ensure volunteers are thanked for their service and will ensure volunteer hours are tracked for reporting purposes.