



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Metropolitan Lansing VOLUNTEER APPLICATION

OUR MISSION

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

PERSONAL

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ E-mail _____

Have you lived outside of Michigan in the last 10 years? Yes No

If yes, where _____

Are you 18 years or older? Yes No

Have you ever been convicted of a crime? (Other than a minor traffic violation) _____ Yes No

If yes, please explain _____

Are there any felony charges pending against you? _____ Yes No

Note: Criminal and registered sexual offender searches are required of all volunteers.

PERSONAL & PROFESSIONAL REFERENCES

Note: One must be a relative.

NAME	ADDRESS	PHONE #	RELATIONSHIP
1.			
2.			
3.			

List any friends or relatives working for the YMCA _____

YMCA OF LANSING

900 Long Blvd.
517.827.9622

lansingymca.org

Tell us briefly about yourself. (Ambitions, qualifications, and reasons for wanting employment with the YMCA.)

THOSE APPLYING TO ASSIST PROGRAM/CHILD CARE/PHYSICAL EDUCATION POSITIONS

NAME OF CERTIFICATION	ISSUING ORGANIZATION	TYPE	EXPIRATION
First Aid			
CPR			
WSI			
YSI			
Lifeguarding			
Fitness			
Other Certifications (specify)	Dates		
# Of Child Development Credits	School		

I hereby authorize the YMCA of Lansing to investigate any and all statements contained in this volunteer application. In addition, I specifically authorize the listed prior employers and personal references to furnish any and all pertinent information they may have, regarding personal character, to the YMCA of Lansing. I hereby release all parties from any liability for damages that may result from furnishing such information to the YMCA of Lansing.

I understand that the YMCA of Lansing will do a Law Enforcement Network (LEIN) check to see if I have any convictions for child abuse or neglect or other criminal conviction. I understand that this is a condition for my volunteering and I hereby give the YMCA of Lansing permission to obtain a LEIN check of my record.

I certify that the facts contained on this application are true and complete to the best of my knowledge and understand that, if employed falsified statements on this application shall be grounds for dismissal.

I understand and agree that, if eligible, my volunteer status is for no definite period and may be terminated at any time without prior notice.

Volunteer's Signature _____ Date _____



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Childcare/Youth Program Volunteer

BACKGROUND CHECKS

I, the undersigned prospective volunteer, understand that it is the policy of the YMCA to secure criminal/sexual conviction history information as part of their screening process. I have provided the additional information listed below to be used by the Y for this purpose only.

Other Names Used _____

Birth date _____ Race _____ Sex _____

I also understand as a volunteer, that I am not an employee of the YMCA of Lansing and understand and agree that I will not receive any compensation or benefit nor be eligible for any coverage under the Michigan Workers Compensation Laws.

In addition, I agree to participate in the random drug and alcohol testing program that is implemented by the YMCA of Metropolitan Lansing and conducted by Sparrow Regional Laboratories. I authorize the release to the YMCA of all test results and specimen analysis information.

I release Sparrow Regional Laboratories from any and all liability whatsoever arising out of this request for a specimen, the testing of the specimen and decisions made regarding my volunteering based on the results of the analysis.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT, UNDERSTAND ITS CONTENTS, AND ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES INCURRED WHILE VOLUNTEERING WITH THE YMCA OF LANSING AND AGREE TO UNDERGO ANY DRUG/ALCOHOL TESTING IF REQUIRED TO VOLUNTEER.

Printed name of Volunteer

Signature of Volunteer

Date

Emergency Contact: _____
Name

Telephone

YMCA OF METROPOLITAN LANSING

Metropolitan Office

900 Long Blvd., Lansing, MI 48911

P 517.827.9690 F 517.484.6744 lansingymca.org

IF VOLUNTEER IS UNDER 18 YEARS OLD, THEN PARENTS MUST READ AND SIGN BELOW:

I understand as my minor child is a volunteer, that my minor child, _____ is not an employee of the YMCA of Lansing and understand and agree that he/she will not receive any compensation or benefit nor be eligible for any coverage under the Michigan Workers Compensation Laws. I also understand that a criminal/sexual background check will be performed, and my minor child may also be subjected to a random drug and alcohol screenings if required to volunteer.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT, UNDERSTAND ITS CONTENTS, AND ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES INCURRED BY MY MINOR CHILD WHILE HE OR SHE IS VOLUNTEERING WITH THE YMCA OF LANSING. I ALSO PROVIDE PERMISSION FOR THE DRUG OR ALCOHOL TESTING TO BE CONDUCTED ON THE ABOVE-NAMED DONOR. I AUTHORIZE SPARROW REGIONAL LABORATORIES TO RELEASE THE RESULTS OF THE TESTING TO THE YMCA.

Both Parents/Guardians must sign:

Printed name of Parent/Guardian Signature of Parent/Guardian Date

Printed name of Parent/Guardian Signature of Parent/Guardian Date

Emergency Contact: _____ _____
Name Telephone

Child And Adult Protection Policy

The YMCA advocates a positive guidance and discipline with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing shaming, withholding food or restroom privileges, confining children in small, locked rooms or verbal/emotional abuse.

Child Abuse Reporting Standards:

- Child abuse and neglect is against the law (see Michigan Child Protection Law on the following page).
- All YMCA of Metropolitan Lansing Childcare programs have a common stated policy on child abuse and neglect.
- Childcare providers, including all employees and volunteers of a center are mandated reporters.
- ALL staff and volunteers MUST immediately report suspected child abuse or neglect to Child Protective Services (CPS) by calling 855-444-3911.
- A written report must be filed within 72 hours after the oral report using the form DHS-3200.
- The reporting individual shall notify the director of the center of their findings and that the call has been made and shall make a copy of the electronic report available only to the named Center Director at each location. Notification to the director does not relieve the individual reporting of any obligations required by 722.623 Dec 3. (1)(a)
- There are civil and criminal penalties for mandated reporter's failure to make a report. Likewise, there is civil and criminal immunity for someone making a report in good faith.
- The YMCA will cooperate to the fullest extent of the law with any investigation and any legal authority involved.
- Parents/Guardian of the child(ren) involved in the alleged incident will be notified in accordance with the direction of the relevant state or local agency. If the parents or guardian are the offender of the abuse, staff are not to make it known to the parents/guardians they were the one who contacted Child Protective Services.
- Any incident or alleged offense on or off YMCA premise, will be considered job related (because of the youth-involved nature of the YMCA).
- If the allegation is against a YMCA staff member or volunteer, the Center Director will immediately remove the individual and be sent home. Return to work may only occur after all allegations have been cleared to the satisfaction of CPS.
- All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should only discuss the incident with the individuals from CPS and/or any law enforcement.
- Staff should stick to the facts when reporting and not speculate or try and investigate on their own. That is the responsibility of CPS.

VOLUNTEERS – CHILDCARE/YOUTH PROGRAM

As a childcare volunteer of the YMCA of Metropolitan Lansing by signing this document I understand and agree to follow all policies as stated.

Printed Staff/Volunteer Name

Staff/Volunteer Signature

Date

*All childcare staff/volunteers will be required to review and sign yearly.

CHILD CARE PROTECTIVE SERVICES REQUIREMENT – R400.8125(12)

Michigan Child Protection Law

The Michigan Child Protection Law, 1975 PA 238, MCL 722.621 et. Seq, requires the reporting of child abuse and neglect by certain persons (called mandated reporters) and permits the reporting of child abuse and neglect by all persons. The Child Protection Law includes the legal requirements for reporting, investigating, and responding to child abuse and neglect. This document is to assist mandated reporters in understanding their responsibilities under the Child Protection Law. For copies of the Child Protection Law, contact the local Michigan Department of Health and Human Services (MDHHS) office or go to www.michigan.gov/mdhhs.

CHILD PROTECTION INITIATIVE

THE YMCA’S CHILD PROTECTION STEPS:

- Screening of staff including national criminal background checks, reference checks, and behavioral interviews.
- Yearly child abuse prevention training
- Careful supervision and monitoring of our programs
- Emphasis on our obligation as mandatory reporters of suspected child abuse
- Established YMCA guidelines for appropriate and inappropriate physical and verbal interactions with children
- Program design which prevents staff and volunteers from being alone with a child where they cannot be observed by others
- Policies which limit staff contact with children outside of YMCA programs where on-adult/one-child situations can occur

YMCA staff/volunteers shall not provide care (babysit) or instruction or develop/maintain relationships with any children or families they meet through YMCA programs. If the staff member/volunteer has a pre-existing relationship, e.g., for babysitting, the Branch Executive must be notified of the relationship and the relationship may continue. The family will be required to sign a form acknowledging the family’s pre-existing relationship with the staff member/volunteer, relieving the YMCA of any responsibility for the actions of the staff member/volunteer with regards to that relationship. YMCA staff/volunteers may not have contact, beyond incidental, with children they meet in YMCA programs outside the YMCA. This includes but is not limited to:

- Extra practices, coaching, or tutoring
- Transportation in a non-YMCA vehicle
- Private special events such as movies, sporting events, or any other similar excursions
- Visits to any residence

I understand that in order to have outside contact with any child met through YMCA programs, I must get a signed approval form entitled “Off Duty Relationships with Child in YMCA Programs”. This form will verify a request has been put through by a parent giving permission for myself to have interaction with their child(ren) outside the YMCA of Lansing. I know that both parents must sign this form as well as my Branch Executive and finally the President/CEO prior to my dealings with the minor child(ren). If at any time the YMCA should find contact has been made without prior approval, I understand my employment/volunteer relationship may be terminated without prior notice.

Signature of Staff/Volunteer

Printed Name

Date