



**Boys & Girls Club  
of London**  
A good place to be

## **M.A.P. Program: Tutor Volunteer Application Package**

**In this package you will find the following documents:**

- Volunteer Application Form
- Volunteer Information Sheet
- "Getting To Know You" Interview Questions (2 pages)
- Volunteer Expectations
- Letter of Confidentiality
- Volunteer Tutor Job Description
- Availability/Information Sheet
- Letter of Attestation
- Police Check (2 pages) \* Fill out boxes A, C, D

**All of these documents must be completed in full in order for your application to be processed.**

**\*Please note that for the Police Check you must provide a copy of Photo I.D. and Proof of Address. The cost of your Police Check will be covered by the Boys & Girls Club of London and will take approximately 6-8 weeks to process. If you would like your police check to be processed immediately, allowing you to tutor within 1-2 weeks please be advised we will need a payment of \$28.25. This payment can be made upon submitting your application in person to the Boys & Girls Club of London. At the front desk, we accept cash, debit, Visa and MasterCard and cheque payable to *Boys & Girls Club of London*. A copy of your receipt must be attached to your application before final submission.**

If you have any further questions regarding the tutoring volunteer application please contact one of the following persons:

**Robyn Cockwill**  
Senior M.A.P. Coordinator  
[rcockwill@bgclondon.ca](mailto:rcockwill@bgclondon.ca)  
519-434-9115 ext 264

**Rebekkah Clarke**  
Junior M.A.P. Coordinator  
[rclarke@bgclondon.ca](mailto:rclarke@bgclondon.ca)  
519-434-9115 ext 260



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Date Rec'd: \_\_\_\_\_  
Vol. Handbook sent:  
 E-mail       P/U  
Contacted: \_\_\_\_\_

## VOLUNTEER APPLICATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  Home  Cell

Secondary School: \_\_\_\_\_ Grade: \_\_\_\_\_

Post-Secondary School: \_\_\_\_\_ Major: \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

### VOLUNTEER TYPE:

Adult    High School    M.A.P (tutor)    Student Placement    Community Service Order    Ontario Works

### QUALIFICATIONS:

C.P.R.:  High Five:  Drivers Licence:  First Aid:  Other: \_\_\_\_\_

### EMERGENCY CONTACT PERSON:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

### REFERENCES

All references must have known the applicant for at least one year. Relatives, spouse, or equivalent do not qualify.

1. Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_ Years known \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_ Years known \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_ Years known \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I voluntarily give the Boys & Girls Club of London the right to make a thorough investigation of my past activities and agree to cooperate in such investigations and release from all liability or responsibility all persons, companies or corporations supplying information.

I understand that any false statements made by me on this application or supplement thereto, or in connection with the above mentioned investigation will disqualify me for a volunteer position.

I further understand that I will be subject to a criminal record check (if 18 years of age or older). I hereby verify I have not been charged with a criminal offence for which I have not received a pardon.

Applicant's Signature

Witness' Signature

Date



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## VOLUNTEER INFORMATION

### Our Mission Statement

We offer an affordable facility where we serve kids and adults who need us. Our program services are planned to provide fun with a purpose. Using recreational, social, educational, and vocational programs, we develop self-esteem and self-respect for individuals and families in need.

### Our Vision Statement

A kid's role model, a family's friend, a community's partner.

### Becoming a Volunteer

A volunteer at the Boys & Girls Club of London should enjoy working with children and youth. Our volunteers offer their own skills to help enhance our programs and adapt to learning new things. We encourage enthusiastic role models that are willing to set a good example and most importantly have fun with the kids. **You must be a minimum of 14 years old to apply.** For those under the age of 14 who would like to volunteer, please fill out the Junior Volunteer Application. The application for the Junior Volunteer program is also available on the Boys & Girls Club's website.

The Boys & Girls Club of London is looking for enthusiastic, motivated, committed people who would like to be positive role models for the children and youth who attend our programs. We offer varied time commitments and take volunteers on a weekly, biweekly, and monthly basis. Because our programs and clients are so diverse volunteers are offered exciting and varied experiences suited to their interests and skills.

There are three steps to becoming a volunteer at the Boys & Girls Club of London.

- 1. The application** - An application must be filled out completely before you can start to volunteer. We require three references from people such as teachers, guidance counselors, and friends. Please no family members.
- 2. Police and Reference checks** - A police check is required for any volunteer over the age of 18 years. To complete the police check we will require photo I.D. and proof of address.

Photo I.D. - Documentation with name and birth date such as Driver's License, Immigration, Canadian citizenship card and passport are accepted.

Proof of Address - Any letter or material mailed directed to you, with your name and address on it, i.e.: utility bills, lease, mortgage agreement, credit cards or phone bills.

A police check must be completed before you can start to volunteer. The police check takes approximately 10 weeks in London until further notice. If a criminal record exists, the agency will decide your suitability as an applicant. **A record does not automatically preclude eligibility.**

- 3. Training/Orientation Session** - All volunteers must attend training / orientation sessions. To register for an orientation session please contact the Volunteer Coordinator.

If you have any questions or if you wish to register for an orientation session please call our Volunteer Coordinator at (519) 434-9115 Ext. 226.



## GETTING TO KNOW YOU

**Volunteer to complete:**

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

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

Gender: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy) Age: \_\_\_\_\_

Commitment type:

Adult Volunteer     High School     Court Ordered     Ontario Works

Number of hours planning to complete: \_\_\_\_\_

### Office use only

Date Application Received: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

Attended Orientation on: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Schedule Provided: Y \_\_\_\_\_ N \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Police Check Completed: Y \_\_\_ N \_\_\_ Date Sent: \_\_\_\_\_ Date Returned: \_\_\_\_\_

### Interview Questions:

1. Tell me about yourself. (Where do you work? Where do you go to school? Who is your Favourite superhero? Favourite TV show? *Anything* to help me get to know you better 😊)

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2. What do you know about the BGCL?

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3. Why do you want to volunteer at the BGCL?

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4. Have you volunteered with other agencies?

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What are your strengths that would make you a good volunteer?

(Would you like to improve on anything while volunteering at BGCL?)

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5. Do you have any special skills or talents? What are your areas of interest?

Sports \_\_\_\_ Computers \_\_\_\_ Crafts \_\_\_\_ Cooking \_\_\_\_ Games (Chess, Bingo etc.) \_\_\_\_

Other :

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6. Do you have any experience with children & youth? \_\_\_\_\_

If so, what/where?

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7. Do you have any questions?

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# Boys & Girls Club of London

## Volunteer Expectations

### Code of Behaviour:

All volunteers of the Boys & Girls Club of London are expected to abide by the following Code of Behaviour. Consequences of infracting the Code of Behaviour will result with actions taken as outlined in the Volunteer Handbook.

1. Will treat colleagues, clients and Boys & Girls Club staff with dignity and respect.
2. Will demonstrate sensitivity to individual rights and cultural diversity. Will respect that racist, sexist, economical or other offensive comments will not be tolerated.
3. Will arrive on time as pre-scheduled with the Volunteer Coordinator. Changes to schedules can be made in advance.
4. Will dress appropriately as directed by the Boys & Girls Club dress code (outlined in the Volunteer handbook).
5. Will sign in the Volunteer Sign-In Binder and follow the volunteer schedule for assigned duties.
6. Will respect and honour policies concerning the Boys & Girls Club resources (phone, meals, computer equipment, office supplies, recreational, or audio visual equipment).
7. Will follow policies and procedures regarding safety and emergency plans and will act accordingly.
8. Any impairment of a volunteer's ability to perform their duties linked to drugs or alcohol use, and/or possession of drugs or alcohol will not be tolerated, and will result in immediate dismissal.
9. Will not smoke on the premises (within 30 feet of any door) before or during volunteer shifts.
- 10. Will respect our "HANDS OFF" policy with our clients (outlined in the Volunteer Handbook).**
11. Will not engage in any illegal or immoral behaviour.
- 12. Will not leave any area unattended.**
13. Will be actively involved with the children and youth, and will not just sit around.
14. Will act as a role model to the children and youth of the Boys & Girls Club and will use appropriate language. Inappropriate actions and language will not be tolerated, and may result in dismissal.
15. Will notify a staff member of any serious matters and will not take matters into their own hands.
16. Will notify the Volunteer Coordinator with any changes to personal information.
- 17. Will not discuss any inappropriate personal information with clients, other volunteers, or staff.**

### Volunteer Expectation

I, \_\_\_\_\_ understand the expectations of the Boys & Girls Club and I agree to work in a professional behaviour as outlined in the Code of Behaviour. I have received a copy of the Volunteer Handbook and acknowledge that it is my responsibility to read its contents. I understand the failure to do so could result in my dismissal from volunteering at the Boys & Girls Club.

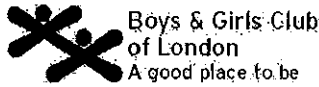
I further understand that I will be subject to a criminal record check (if 18 years of age or older). I hereby verify I have not been charged with a criminal offence for which I have not been given a pardon. If I have been charged with a criminal offence for which I have been given a pardon, I have disclosed the details of the charge to the Volunteer Coordinator.

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Volunteer's Signature

Witness' Signature

Date



# Boys & Girls Club of London

## Letter of Confidentiality

### Confidentiality Agreement:

Boys & Girls Club of London employees, volunteers, and students are bound by the confidentiality policy regarding the privacy and confidentiality of the clients and of the agency. It is a matter of professional ethics as well as policy of the Boys & Girls Club that strict confidentiality be maintained regarding any information obtained (written, spoken, and observed) from the individuals we serve. Anyone involved in duties related to the services and programs of the Club is not permitted to divulge any information.

I \_\_\_\_\_, hereby acknowledge that I understand that in the course of carrying out my duties I may be dealing with information of a sensitive and confidential nature. I understand and agree that the respect for confidentiality in any media form, including computer related material, is a condition of my employment and / or volunteer placement with the Boys & Girls Club of London. Any breach of this policy shall be considered case for disciplinary action up to and including dismissal.

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Volunteer's Signature

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Witness' Signature

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Date

**Volunteer Tutor Job Description**  
**Boys & Girls Club of London M.A.P. Program**

Position: M.A.P. Program Volunteer Tutor

**Roles and Responsibilities:**

- Tutor M.A.P. Program Participants in improving their literacy and learning skills and ensuring they complete assigned homework with a high degree of comprehension.
- Complete Student Tutor folder with any feedback, observations and comments you may have regarding the student.
- Work closely with M.A.P. Program participants ensuring they remain engaged at school and away from at risk behaviors.
- Forward all information back to M.A.P. Program Director and Program Coordinator

**Commitment:**

- Volunteer tutors are expected to volunteer an average of 2 hours per week (minimum).
- Length of commitment is one full academic year (September-June)

**Skill Requirements:**

- Experience working with youth
- Passion and Enthusiasm to tutor students
- Open mindedness and creativity
- Knowledge in areas of Mathematics, Science and English
- Flexibility, empathy and reliability

**Training:**

- Tutors will be expected to attend a volunteer orientation session

**Supervision:**

- Tutors will report to the Tutor Program Coordinator

**Benefits**

- Personal growth and experience the rewards of making a difference in a youths life. Gain valuable volunteer experience and reference.

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Tutor Signature

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Witness Signature

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Date



**Boys & Girls Club  
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Name: \_\_\_\_\_

I can come in once a week on the following day:

Time	Monday	Tuesday	Wednesday	Thursday	Saturday*
10-2					
4-8					

\*The Saturday time involves the Junior M.A.P. Program only

Year of Study: \_\_\_\_\_

University and/or Colleges attending/attended:

\_\_\_\_\_

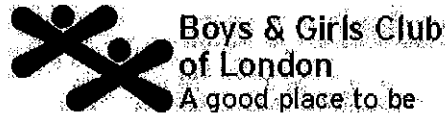
Educational background, including your major and any minors:

\_\_\_\_\_  
\_\_\_\_\_

School subjects most comfortable tutoring:

\_\_\_\_\_  
\_\_\_\_\_

Preferred age group (circle one): Junior (gr. 4-8) OR Senior (gr. 9-12)



## Letter of Attestation

As a volunteer/placement student of the Boys & Girls Club of London, I agree that I will immediately advise my supervisor if:

- I become physically, mentally or emotionally unable to fulfill my duties as a volunteer or placement student,
- I become subject of any criminal investigation (conviction) that will negatively impact the organization or my ability to perform my responsibilities.

Any incidents or events that occurred before the age of 18, and would inhibit a successful background check with police, must be disclosed to the Volunteer Coordinator.

Please check the appropriate box below:

**As of Orientation date on \_\_\_\_\_ (date):**

- As of my attendance at the volunteer orientation, I am unaware of any incidents or events that would inhibit a successful background check with police.
- Any incidents or events that would inhibit a successful background check with police has been disclosed to the Volunteer Coordinator.

**After police check received on \_\_\_\_\_ (date):**

- There are no occurrences, as described above, since my police check was submitted.
- All reportable matters as described in the attached information were discussed with my supervisor at the time of the occurrence.

I hereby attest that my response to the preceding statement is true, complete and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Volunteer or Placement Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer Coordinator or Full time Staff

\_\_\_\_\_  
Date

**Note: This form will be reviewed and signed by all volunteers/placement students of the Boys & Girls Club of London within three months of initial start date and on an annual basis (see below).**

Date	Volunteer Signature	Date	Volunteer Signature



\* NO REFUNDS \*

FOR AGENCY USE ONLY

Police Records Check and Vulnerable Position Screening

The results of this police records check apply only to the position specified on this application. If a specific position has not been indicated the results of this background check will have been determined at the highest risk level to the vulnerable sector.

AGENCY Boys & Girls Club of London

A.

Applicant's Information

- 1. Last Name Given Names
2. Sex M F Date of Birth Place of Birth
3. Other Surnames / Alias (i.e. Maiden Name)
4. Current Address Unit # Telephone
5. Photo Identification (Specify type) Identification Number:
6. Proof of London Address
7. Previous Addresses (Last Five Years) A) B) C) D) E)

This application is being made for the position of Volunteer Tutor with (Business, Agency, etc.) Boys & Girls Club of London

I hereby certify that the above information is true and accurate.

Signature: Date:

Please see reverse for Authorizations and Consents

B.

- 8. Which of the vulnerable sector will the applicant be working / volunteering with?
9. Will there ever be any possibility the applicant will be alone with the vulnerable person?
10. Will the applicant be responsible for the safety or well being of a vulnerable person?
11. Will the applicant be in a position of trust or influence over the vulnerable person?
12. Will there ever be any possibility the applicant will be transporting the vulnerable person in a vehicle?
13. What activities will the applicant be engaged in with the vulnerable person?
14. Will the applicant have access to, be handling or administering any medications?
15. Will the applicant be handling any money?

WARNING: Where the information has been released to an Employer or Agency for employment or volunteering purposes, either by the London Police Service or the individual themselves, the information is to be used for employee or volunteer screening only, and improper use of the information would be in conflict with the Criminal Records Act.

This Document must bear The London Police Corporate Seal to signify it is a True Copy

This police records check which is based upon information provided by the applicant does not necessarily reflect a complete background search from all police agencies on all matters that may be of concern.

NOTE: Positive identification can only be satisfied by fingerprint comparison. Fingerprint comparison has not been done by the London Police.

## AUTHORIZATIONS AND CONSENTS

C.

I authorize the London Police Service to examine my background in order to determine my suitability for working with vulnerable individuals. This examination will include a criminal record check and a search of all available police records, and, on the basis of such investigation the London Police Service will indicate "relevant information" or "no relevant information" and the existence or non-existence of a criminal record. I understand police contacts will be evaluated based on the nature of the contact. I acknowledge and understand that the London Police Service is not making a recommendation for or against my suitability for employment or volunteering. This determination shall be the sole responsibility of the employer or volunteer agency requiring this police records check to be done.

Further, I consent to the London Police Service disclosing, to the Employer or Agency referred to on page one, indication of "relevant information" or "no relevant information" as a result of their findings, and the existence or non-existence of a criminal record.

Applicant's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This consent shall remain in effect for a period of 90 days from this date.*

D.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon, for any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that, as a result of giving this consent, if the response indicates a possible match for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, I will be notified to attend for fingerprinting for either confirmation or exclusion. I understand, if it is determined that I am the person for which a pardon was granted, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to the police service.

Applicant's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(18 years or older)

*This consent shall remain in effect for a period of 90 days from this date.*

If form is being submitted by the Agency a representative of the Agency must verify the information upon completion of the form. For verification 2 pieces of identification are required, 1 piece must be photo identification. Proof of London address must also be verified.

**PAID BY:**  
 Cash  
 Debit  
 Cheque  
 Visa  
 M/C  
 Amex

Information  
verified by:

_____	_____
<small>Print Name</small>	<small>Position</small>
_____	_____
<small>Signature</small>	<small>Date</small>

**For Police use only**

CPIC Check  \_\_\_\_\_ Local Record Check  \_\_\_\_\_ Occurrence Check  \_\_\_\_\_  
 Completed Completed

This is to certify that as of (date)                a search based on the above name and birthdate reveals that

- DOES have information on file that may be relevant to the position noted on this form.
- DOES NOT have information on file that may be relevant to the position noted on this form.
- DOES have a criminal record with the London Police Service.  
*(applicant may attend London Police Service to receive a copy of this document.)*
- DOES NOT have a criminal record with the London Police Service.
- DOES have a criminal record in the RCMP National Repository for Criminal Records in Canada.  
*If this box is marked, the applicant may purchase a copy of this record for an additional fee.*
- DOES NOT have a criminal record in the RCMP National Repository for Criminal Records in Canada.
- Response(s) have not been received from all police agencies in relation to previous addresses.

Records Screening Operator: \_\_\_\_\_

**ANY MODIFICATION TO THIS FORM IS A CRIMINAL OFFENCE AND IS PUNISHABLE IN ACCORDANCE WITH THE CRIMINAL CODE OF CANADA.**