



## YMCA of Greater Kalamazoo Community Service Application/Release

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Last First Initial

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Court Contact \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

Nature of offense requiring community service \_\_\_\_\_

Have you ever been convicted of any other crime? \_\_\_ Yes \_\_\_ No If yes, please complete:

State crime and date \_\_\_\_\_

Are there any felony charges currently pending against you? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

Applicant will be provided the opportunity to complete court ordered community service for the YMCA of Greater Kalamazoo based on certain criteria. The YMCA of Greater Kalamazoo provides equal opportunity to all, based upon individual merit and without regard to race, color, religion, national origin, sex, age, height, weight, family status, marital status, or disability which, if needing accommodation, may be reasonably accommodated as required by law. The applicant's conviction history must show no evidence of:

1. Violence
2. Sexual abuse or assault
3. Murder/attempted murder
4. Child endangerment or any other child related conviction
5. Any other convictions the YMCA deems unsuitable for the organization

IN CONSIDERATION of being permitted to serve out the court order community service at the YMCA of Greater Kalamazoo in any purpose, including, but not limited to use of facilities, equipment, or off site facility affiliated with the YMCA, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry in the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OF USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the YMCA it's directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs and next of kin for any loss or damages, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.

THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may instigate or incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise. The YMCA will not be held responsible for any actions, crimes, or property damage committed or instigated by the applicant whether intentional or accidental.

THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AN RISK OF BODILY INJURY, DEATH OR PROPERTY DAMANGE due to negligence of releasee or otherwise while in about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA. The applicant will not be offered or provided workers compensation through the YMCA and is responsible for all invoices, prescriptions, temporary or permanent injury, loss of income, and any other loss or damages due to injuries sustained while performing these services.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law f the State of Michigan and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WIAVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I have read this release:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent (if a minor) \_\_\_\_\_ Date \_\_\_\_\_

TO BE COMPLETED BY Branch Director or designee

Placement: Branch \_\_\_\_\_ Supervisor \_\_\_\_\_

Jobs to be performed \_\_ Maintenance and general housekeeping \_\_\_\_\_

Dates/Times to be provided to YMCA \_\_\_\_\_

Application/Release Signed \_\_\_\_\_ Criminal background check \_\_\_\_\_ State issued ID \_\_\_\_\_ Court forms \_\_\_\_\_

Number of Hours \_\_\_\_\_ Complete by \_\_\_\_\_ Timesheet \_\_\_\_\_

Start Date \_\_\_\_\_



## YMCA of Greater Kalamazoo Employee and Volunteer – CODE OF CONDUCT

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| <ol style="list-style-type: none"> <li>1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may staff/volunteer be alone with a single child where they cannot be observed by others. As staff/ volunteer supervise children, they should space themselves in a way that other staff/volunteer can see them.</li> <li>2. In a YMCA program staff/volunteer shall never leave a child unsupervised.</li> <li>3. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Whenever possible staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members. If staff members are assisting younger children, doors to the facility must remain open.             <ol style="list-style-type: none"> <li>a) YMCA Classes/Camps – With staff permission children can go to the bathroom as long as they remain in sight and sound of staff. If parents are in attendance (Youth sports) staff do not need to assist.</li> <li>b) Licensed Care Program – Must follow licensing rules for bathroom usage.</li> <li>c) Open YMCA Programs (teen center) – children are allowed to access the restrooms without staff.</li> <li>d) Field Trips – Kids 11 and under stay with their designated group and will use the bathrooms as a group. Children will remain in sight and sound of staff. Kids 12 and older may have permission to use the restrooms without staff, if NOT in a licensed program.</li> </ol> </li> <li>4. Staff/volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff/volunteer should be positioned so that they are visible to others.</li> <li>5. Staff/volunteer shall not abuse children including:             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal/removal from volunteer duties</p> </li> <li>6. Staff/volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/volunteer will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.</li> <li>7. Staff/volunteer will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.</li> <li>8. Staff/volunteer will respond to all people with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</li> <li>9. Unauthorized use of photos, video, the YMCA or camp name is prohibited. Staff/volunteers may not give participants their personal email or website address information. Staff/volunteers are prohibited from taking or sharing photos of program participants or members without permission from their Supervisor, Director, Senior Director or Executive Director.</li> <li>10. Staff/volunteer will respect everyone’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.</li> <li>11. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.</li> </ol> | <ol style="list-style-type: none"> <li>12. At no time shall Y employees or volunteers use personal cell phones to communicate directly with youth in Y activities. Texting/emailing may be done ONLY if parents or supervisors are copied.</li> <li>13. Staff/volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and staff/volunteer.</li> <li>14. While the YMCA does not discriminate against an individual’s lifestyle, it does require that in the performance of their job or volunteer duties they will abide by the standards of conduct set forth by the YMCA.</li> <li>15. Staff/volunteer must appear clean, neat, and appropriately attired.</li> <li>16. Using, possessing, or being under the influence of alcohol or illegal drugs during working or volunteer hours or on program or camp premises is prohibited.</li> <li>17. Smoking or use of tobacco in the presence of children or parents during working or volunteer hours and/or at the YMCA of Greater Kalamazoo or on camp premises is prohibited.</li> <li>18. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children or parents is prohibited.</li> <li>19. Staff/volunteer must be free of physical or psychological conditions that might adversely affect a person’s physical or mental health. If in doubt, an expert should be consulted.</li> <li>20. Staff/volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>21. Staff/volunteer may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</li> <li>22. Staff/volunteer may not transport children in their own vehicles without parent permission and prior approval of Senior Management staff (at minimum, 2 staff required for transport).</li> <li>23. Adult staff/volunteer may not date participants in their program under the age of 18 years.</li> <li>24. Under no circumstance should staff/volunteer release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).</li> <li>25. Staff/volunteer are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</li> <li>26. Staff/volunteer will act in a caring, honest, respectful and responsible manner.</li> <li>27. Staff/volunteers are prohibited from accessing, displaying, or possessing inappropriate information or pornography on the organization’s property or equipment. (for more information see the Child Safety Handbook)</li> <li>28. Staff/volunteers are prohibited from inappropriate electronic communication with participants. Inappropriate communication can include; Harsh, coercive, threatening, shaming, demeaning or humiliating comments, sexually oriented conversations, private messaging, posting pictures, and friending participants. (for more information see the Child Safety Handbook)</li> <li>29. Staff/Volunteers have a legal and ethical duty to report suspected abuse to their supervisor, senior management, or Human Resources. Such reports can also be made anonymously by calling 1-855-444-3911.</li> <li>30. All staff/volunteers agree to fully cooperate with any investigation and that failure to do so may be grounds for termination.</li> </ol> |
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I understand that the complete Child Safety Handbook is available on the Association website and it is my responsibility to review it. I understand any questions I have about the Code of Conduct or Child Safety Handbook can be directed to my supervisor, or Human Resources. I understand any violation of this Code of Conduct or the Child Safety Handbook may result in termination of employment or discontinuation of volunteer duties.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date



YMCA of Greater Kalamazoo

**VOLUNTEER**

Information for Member Services

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

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

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

Phone #: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: (Please circle one) Asian/Pacific Islander African American/Black Alaskan Native

Hispanic Native American Caucasian/White Other

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

Emergency Contact: \_\_\_\_\_

First Name

Last Name

Phone number

*\*Volunteers should be set up as "participant" in DAXKO*

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**Human Resources Use Only:**

Branch Working: Maple Portage

Initials: \_\_\_\_\_



FOR YOUTH DEVELOPMENT<sup>®</sup>  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**CONFIDENTIAL**  
**YMCA of Greater Kalamazoo**  
**Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s): \_\_\_\_\_  
(including maiden name)

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

Gender Identity: \_\_\_\_\_ Sex Assigned at Birth: \_\_\_\_\_

Race: \_\_\_\_\_

\*\*The YMCA of Greater Kalamazoo adheres to strict confidentiality standards. This information is being requested because it is required for the background checks that we perform, as well as for government reporting. We know that sharing this information can be sensitive. If you have any questions or concerns about this request, contact Kristen in Human Resources at 269-345-9622 ext. 121 or email klovely@kzooyymca.org.\*\*

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Previous Address: \_\_\_\_\_  
(if resided in a state other than Michigan in the last 10 years)

Driver's License/  
State ID # \_\_\_\_\_ Driver's License/  
State ID State of Issue: \_\_\_\_\_

I hereby authorize the YMCA of Greater Kalamazoo and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of social security number, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal/state/county/city jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the YMCA of Greater Kalamazoo, or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

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

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