



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Steps to Become a Y Volunteer

Thank you for your interest in volunteering with the YMCA of the Inland Northwest! Please follow these steps to get started:

1. Confirm Volunteer Opportunities

Contact your preferred YMCA branch to discuss current needs and available roles.

2. Complete the Y Volunteer Application

- Go to ymcainw.org **Join the Y!** → **Volunteer** → **Volunteer Application**.
- Fill out all required fields: personal information, experience, interests, location, and references.
- **Required Forms:**
 - **Volunteer Application**
 - **Background Check Authorization**
 - **Code of Conduct**

Submission Instructions:

- **Combine the volunteer application, background consent form, and code of conduct form into one PDF file.**
- Email the PDF to HR: kdetillion@ymcainw.org, with subject line: Y Volunteer Application
- *Do not send the forms separately.*

3. Complete Abuse Prevention Training for Volunteers (using PRAESIDIUM)

As part of our commitment to child safety, all volunteers must complete an online abuse prevention training before volunteering. This training ensures you understand YMCA Child Abuse Prevention safeguards and your responsibilities as a mandatory reporter.

After HR receives your volunteer documents (see Step 2 above), you will get an email from **PRAESIDIUM Academy** with instructions:

- Create an account with **PRAESIDIUM** and complete the course titled "**Abuse Risk Management for YMCA Volunteers**" (15 minutes). Download the completion certificate and email to: kdetillion@ymcainw.org, with subject line: **Your Name - Volunteer CAP Certificate**.

4. Final Approval

HR will review your application, complete background checks, and notify both you and the branch by email. Processing times will vary.

Important:

- Incomplete forms will not be processed.
- Abuse Prevention training is mandatory before approval.



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VOLUNTEER APPLICATION

Thank you for considering the YMCA of the Inland Northwest as a place to donate your time to strengthen community. Volunteers are vital to the Y. Without them, we wouldn't be able to meet the needs to the kids, families, and adults who live in the Inland Northwest.

IDENTIFICATION:

Name Last First M.I. Phone

Address Street City State ZIP

Other Names Used/Maiden Name Email Date of Birth

Are you at least eighteen (18) years of age? Yes No (If not, some programs may have minimum age requirements)

Have you ever been convicted of a criminal offense? Yes No

If so, what was it?

The YMCA of the Inland Northwest conducts background checks on volunteers.

EDUCATION AND WORK EXPERIENCE:

Circle the highest grade completed:

High School: 1 2 3 4 Graduation Date: College: 1 2 3 4 5+ Graduation Date:

Occupation: Current Employer:

BRANCH AND AREA(S) OF INTEREST: Please select the location where you are most interested in volunteering and then, if applicable, select your area(s) of interest for that location.

Table with 2 columns: Location you are interested in volunteering (Central Branch, Valley Branch, North Branch, South Branch, Central Early Learning Center, EWU Early Learning Center, Corporate Office, Sandpoint Branch) and Area you are interested in volunteering (Aquatics, Health and Wellness, Membership, Youth Development, Teens, Sports, Custodial/Facilities, Other).

Why are you interested in volunteering with us?

Are you required to volunteer? Yes No

If yes, why are you required to volunteer, what are the requirements, and when do you need to meet them?

EMERGENCY CONTACT:

Name _____ Relationship _____ Phone _____

AVAILABILITY: Please indicate the days/times you are available to volunteer.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AM							
PM							

REFERENCES: References may include supervisors, co-workers, faith leaders, teachers, or school counselors. Please do not list more than 1 relative or household member.

Name _____ Business or Occupation _____ Phone # _____

PLEASE READ CAREFULLY BEFORE SIGNING:

The YMCA of the Inland Northwest’s mission is: "To put Christian principles into practice through programs that build healthy spirit, mind and body for all". As a volunteer, I will cooperate in the fulfillment of this mission.

BACKGROUND CERTIFICATION: I certify that all of the information provided on this application is true and complete. I authorize the YMCA of the Inland Northwest (YMCA) to investigate and verify any and all of the information I have submitted. Because the YMCA strives to provide a safe environment for children and vulnerable people served at our YMCA, I understand that the YMCA may order a criminal history check, and I authorize this investigation.

VOLUNTEER TERMS: I agree to abide by the YMCA's policies, procedures and Code of Conduct. I understand the YMCA does not provide any health benefits (i.e. medical, dental, workers compensation, etc.) or any accident Insurance for me as a volunteer; I understand it is my responsibility to provide this coverage. I understand that the YMCA of the Inland Northwest does not provide volunteer compensation or trade volunteer services for membership or program fees. I understand that the YMCA may provide training related to the volunteer position. Any time spent taking the class or expenses (travel, mileage, per diem, dining and/or lodging) related to taking the training will not be paid by the YMCA. The YMCA may choose to pay for the cost of the training and/or training materials, as long as it determined that the training benefits the YMCA.

PROPERTY LOSS: I understand the YMCA is not responsible for my personal property lost, damaged or stolen while participating in YMCA volunteer activities.

MEDICAL TREATMENT: I give permission for YMCA representatives to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am unable to act on my own behalf. I further understand that the YMCA is not responsible for payment for such medical treatment.

PHOTOGRAPH PERMISSION: I give permission for the YMCA to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret YMCA programs.

RELEASE FROM LIABILITY: I understand that accidents may occur during my volunteer activities. By signing below, I release the YMCA, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

VOLUNTEER'S SIGNATURE: _____ **DATE:** _____

If under 18:
PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

BACKGROUND CHECK DISCLOSURE

YMCA of the Inland Northwest may order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes, to the maximum extent permitted by applicable law.

The background check company, ADP Screening and Selection Services, will prepare the background report for the Company. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800- 367-5933 or at their Internet Web site address www.adpselect.com.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, criminal history, and credit standing. An "investigative consumer report" is a background report that includes information from personal interviews. Information may be obtained from private and public sources and for investigative consumer reports from personal interviews as noted above. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized in the document titled A Summary of Your Rights Under the Fair Credit Reporting Act, as provided on subsequent pages.

THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY LEFT BLANK.

PLEASE PROCEED TO THE NEXT DOCUMENT: THE AUTHORIZATION FOR BACKGROUND CHECKS.

AUTHORIZATION FOR BACKGROUND CHECKS

I authorize the Company to obtain my background report, including investigative consumer reports. I also agree that a copy of this form is valid like the signed original. I understand that, as allowed by law, the Company may rely on this authorization to order additional background reports, including investigative consumer reports, (1) during my employment and (2) from companies other than ADP Screening and Selection Services without asking me for my authorization again, as allowed by law. I understand the Company may order a background report under my legal name and any other names I may have used.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, as allowed by law, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

If you live or work for the Company in California, Minnesota or Oklahoma: Check this box if you would like a free copy of your background check report:

STATE LAW NOTICES

If you live or work for the Company in the states listed below, please note the following:

MASSACHUSETTS: If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from ADP Screening and Selection Services, which may include any or all of the following: criminal history review, driving record review, credit report review, and employment education verifications. You may inspect and order a free copy of the report by contacting ADP Screening and Selection Services.

MINNESOTA: If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any, from ADP Screening and Selection Services, which may include any or all of the following: criminal history review, driving record review, credit report review, and employment education verifications.

NEW JERSEY: If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from ADP Screening and Selection Services which may include any or all of the following: criminal history review, driving record review, credit report review, and employment education verifications. You may inspect and order a free copy of the report by contacting ADP Screening and Selection Services.

NEW YORK: If you submit a request to us in writing, you have the right to know whether the Company ordered a consumer report or an investigative consumer report from ADP Screening and Selection Services which may include any or all of the following: criminal history review, driving record review, credit report review, and employment education verifications. You may inspect and order a free copy of the reports by contacting ADP Screening and Selection Services. By signing below, you certify you have received a copy of Article 23A of the New York Correction Law is being provided with this form.

WASHINGTON STATE: You also have the right to ask ADP Screening and Selection Services for a written summary of your rights under the Washington Fair Credit Reporting Act.

Please print your legal name:

Last Name _____ First _____ Middle _____

Signature

___/___/_____
Date

BACKGROUND CHECK INFORMATION

The information requested below is collected solely for the purpose of aiding the Company in running a background check in connection with your application for employment. The employer is requesting that you provide this information to assist in conducting a thorough background check.

First Name _____ Middle Name _____ Last Name _____

For Identification Purposes Only: Date of Birth __ / __ / __ (Month/Day/Year)

Social Security Number _____

Driver's License Number _____ State Issuing License _____

Enter Nickname(s) Used _____

Enter Any Other Names Used (including maiden names):

First Name _____ Middle Name _____ Last Name _____

First Name _____ Middle Name _____ Last Name _____

First Name _____ Middle Name _____ Last Name _____

Addresses Within the Past Seven Years (use a separate sheet as needed)

Present Street Address _____

City/State/ZIP _____

Prior Street Address _____

Prior City/State/ZIP _____

From __ / __ / ____ (Month/Day/Year) To __ / __ / ____ (Month/Day/Year)

FAIR CREDIT REPORTING ACT INFORMATION

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment -or to take another adverse action against you -must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans,

but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need --usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local protection agency or your state Attorney General. For information about your federal rights, contact:

FAIR CREDIT REPORTING ACT INFORMATION (CONT.)

TYPE OF BUSINESS:	CONTACT:
<p>1.</p> <p>a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box # 11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 (877)382-4357</p>

CODE OF CONDUCT FOR YMCA STAFF AND VOLUNTEERS

1. At no time during a Y program may a staff person or volunteer be alone with a single child where he or she cannot be observed by others. Staff members and volunteers should space position themselves in such a way that other staff can see them.
2. A child may not be left unsupervised.
3. Staff and volunteers shall not abuse or mistreat children in any way, including
 - physical abuse—striking, spanking, shaking, slapping;
 - verbal abuse—humiliating, degrading, threatening;
 - sexual abuse—touching or speaking inappropriately or showing children inappropriate materials;
 - mental abuse—shaming, withholding kindness, being cruel, belittling; and
 - neglect—withholding food, water, or basic care.
4. No type of child abuse will be tolerated. Any abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment.
5. Staff members and volunteers may not transport children in their own vehicles.
6. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
7. Outside of the Y, staff members and volunteers may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.
8. Staff and volunteers will not have interaction or contact with minor participants and/or members through any medium including but not limited to, electronic or other, that is not for official Y purposes.
9. Staff and volunteers must not accept any request by a Y program participant under the age of 18 to participate in any social media contact (not limited to Facebook, Twitter, etc).
10. Staff members and volunteers may not single out children for favored attention and may not give gifts to youth or their parents.
11. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.
12. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
13. Staff members and volunteers may not date program participants who are under the age of 18.
14. Under no circumstances should staff members or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent, guardian, or other adult authorized by the parent/guardian (authorization on file with the Y).
15. Staff members and volunteers are to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules.
16. Staff members and volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
17. Staff members and volunteers are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.
18. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. 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 (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. All staff should be vigilant when using restrooms in facilities to not be alone with children. It is strongly suggested that staff use the restrooms in the locker rooms.

19. Personal visitors are not allowed in classroom/program sites where children are present. If you must meet someone during work hours, inform your supervisor, make arrangements to have your duties covered and meet that person in an area away from children.

20. Staff and volunteers shall maintain confidentiality and respect the child's and family's right to privacy. Staff must not disclose confidential information or intrude into family life. Information about individual children is to be shared only with the child's parents and appropriate staff.

I understand that any violation of this Code of Conduct may result in termination.

Employee or Volunteer Name

Employee or Volunteer Signature

___/___/_____
Date

YMCA Volunteer Checklist

Step 1: Confirm Opportunities	Contact your preferred YMCA branch about available roles.
Step 2: Complete Application	<p>Go to ymcainw.org → Join the Y! → Volunteer → Volunteer Application. Fill out all required fields. Include these forms:</p> <ul style="list-style-type: none"> - Volunteer Application - Background Check Authorization - Code of Conduct <p>Combine all forms into one PDF. Email to kdetillion@ymcainw.org (Subject: Y Volunteer Application).</p>
Step 3: Complete Abuse Prevention Training	<ul style="list-style-type: none"> • CAP training required before volunteering. • After HR receives your forms, watch for an email from PRAESIDIUM Academy. • Complete 'Abuse Risk Management for YMCA Volunteers' (15–20 min). • Email your certificate to kdetillion@ymcainw.org (Subject: Your Name – Volunteer CAP Certificate).
Step 4: Final Approval	<ul style="list-style-type: none"> • HR reviews your application and runs background checks. • Processing time: 3–5 days minimum. • HR will notify the branch/location when the process is complete.

Important:

All forms must be complete.
 Training certificate is required for approval.