



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

VOLUNTEER HANDBOOK

WELCOME TO THE YMCA OF GREATER CINCINNATI

Thank you for committing your time and special talents to the YMCA of Greater Cincinnati. At the Y, we believe that when people come together for a common cause, the whole community is strengthened. When you become a volunteer, you have the opportunity to share your blessings with those who need it most. Whether you mentor a student on the verge of dropping out, coach a team to their personal best or become a friend to an isolated senior, your time and talent changes lives. When you help a neighbor, you make a difference in their life...and yours.

The YMCA of Greater Cincinnati is an association of members who come together with a common understanding of the YMCA mission and a common commitment to the YMCA's vision of building strong kids, strong families and strong communities. Thank you.

"At the heart of this organization, at the heart of its heritage of mind, spirit, and body, there is that little element of love that transforms routine work into meaningful activity that makes a person feel important even when they don't think they are. That's what you do when you give your skills and your talents to another generation."

Andrew Young | YMCA's Seven R's of Volunteer Development

ABOUT THE YMCA

Mission

The YMCA is a worldwide organization that is committed to providing programs that help members and participants develop spirit, mind, and body.

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

YMCA Values

Character development is integral to all YMCA programs. We are guided by our five core values of caring, honesty, respect, responsibility, and faith. Whether it be in child care, the gym, at day camp, or at member services we strive to develop character values in ourselves, our members and participants. We believe strongly in our mission to promote and model these character-building values in all that we do.

VOLUNTEER HANDBOOK

Because the YMCA of Greater Cincinnati strives to provide a safe environment for children and youth, the YMCA will require volunteers 16 and older who assist with children under the age of 18 to authorize a background check.

Volunteers

Volunteers are the backbone of the YMCA. Volunteers not only founded the YMCA, but also operated it in its entirety in the early days. The involvement today of thousands of talented, committed individuals greatly extends the range, quality and variety of YMCA programs.

The YMCA defines a "volunteer" as anyone who, without financial compensation or expectation of compensation beyond reimbursement of out-of-pocket expenses, performs a task at the direction of and on behalf of the YMCA of Greater Cincinnati.

We do want you to know that during your volunteer work with the YMCA, any photos taken of you may be used in future promotional materials.

Age Restrictions

Child Aged Volunteers:

- Program Volunteers under the age of 12
- Must complete all volunteer responsibilities while under supervision of parent or legal guardian

Teenage Volunteers:

- Program Volunteers between ages of 12 years and 17 years
- Must complete all volunteer responsibilities while under the supervision of a YMCA staff person
- May not serve in a volunteer capacity for more than 4 hours in one day without a valid workers permit

Adult-Aged Volunteers:

- Program Volunteers 18 years of age and older
- Must complete volunteer responsibilities during which children are present under the supervision of a YMCA staff person

Volunteer Records

In order to keep your volunteer records current, you should notify your YMCA volunteer director of changes to your name, address, phone number, email address, or emergency contact information.

Benefits

The YMCA does not provide insurance and related benefits to volunteers. As an example, there are no insurance plans for volunteers, including no medical, accident, dental, workers compensation, disability, or other coverage. The YMCA does not offer free memberships to volunteers. Volunteers may not trade their time for free or reduced cost in program participation.

Financial Assistance is available for those who may find it difficult to pay the standard membership and program fees, this provides subsidies based on income and individual needs. Applications are available at Sales and Service or online at www.cincinnatiymca.org.

Use of Supplies and Equipment

YMCA supplies and equipment, including copy machines and postage meters, are for YMCA business use only. Equipment and supplies purchased by, or donated, to the YMCA belong to the YMCA, and not to individuals.

Security of personal belongings

We encourage you to lock valuable personal belongings in a locker or in the trunk of your vehicle during your time of volunteer service at the YMCA. We are not responsible for lost or stolen items.

Unable to Volunteer

If you are unable to make a scheduled volunteer task time, please advise the YMCA volunteer department director where you will be volunteering directly. The YMCA of Greater Cincinnati has chosen not to accept court ordered community service. If you need hours to satisfy a judgment due to criminal offense please seek opportunities elsewhere.

Dress Code

Dress code for volunteers varies for each YMCA branch and from department to department within a branch. Please make sure that you are aware of the volunteer dress code in the department for which you are volunteering. If you have any questions concerning dress code, please contact the volunteer director in your branch.

Tracking of Volunteer hours of service

In order for us to have an accurate record of your volunteer time of service, we ask that you sign in and out each time you volunteer. Check with the Volunteer Director or department director to be sure your hours get recorded.

SAFETY

Safety and Health Rules

Volunteers are to observe all safety and health rules and use care to prevent accidents. The following list is not inclusive:

- Observe all hazard warning and no smoking signs.
- Use all safety equipment required for your assignment, including wearing appropriate personal protective equipment for eyes, face, head, hands, and other extremities.
- Know the location of fire/safety exits and evacuation procedures.
- Keep all aisles, walkways, working areas, and emergency equipment free of obstacles
- Refrain from running, fighting, horseplay, or distracting others.
- Please report any unsafe items to the closest YMCA staff person immediately.

Blood Borne Pathogens

The YMCA subscribes to the concept of "universal precautions," which means that all human blood or other body fluids must be treated as if they were contagious. Universal precautions mean that you are expected to use certain procedures and to use personal protective equipment when necessary. Depending on the length of time you are volunteering for, you may or may not have to attend these training courses.

Child Abuse Prevention Guidelines

A principle endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Thus, the mistreatment or neglect of children, and the resulting severe affects, is of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of our concern for the welfare of children, the YMCA has developed policies, procedures and training to aid in the detection and prevention of child abuse. All volunteers 16 and older who are involved in areas that allow them regular access to children under the age of 18 must undergo an annual criminal and sexual offender's background check. **Volunteers are required annually to complete the online Child Abuse Prevention training and review/sign the YMCA's CAP policies and reporting procedures.**

VOLUNTEER CODE OF CONDUCT

Misconduct

Volunteers are expected to behave in a manner consistent with the YMCA mission, values and goals. The YMCA does not tolerate misconduct. Examples of misconduct include, but are not limited to:

- Discriminatory behavior or harassment.
- Child abuse, molestation, or indecent exposure.
- Failure to report arrest or criminal conviction.
- Mistreatment or neglect of members, guests or YMCA participants.
- Falsification of any YMCA records.
- Theft of or willful damage to YMCA property or to the property of others.
- Dishonesty in any form.
- Abusive or profane language.
- Fighting or threatening to harm another person.
- Possession of a weapon.
- Being under the influence of drugs or alcohol on YMCA property or while representing the YMCA as a volunteer.
- Possessing, distributing or manufacturing controlled substances.
- Horseplay, unsafe or dangerous behavior.
- Violation of any stated rules or commonly accepted rules of responsible personal conduct.
- Conduct that does not support the stated purpose of the YMCA.
- Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and other volunteers.
- Volunteers must appear clean, neat, and appropriately attired.
- Use of tobacco in the presence of children or parents is prohibited.
- Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
- Volunteers are not to transport children in their own vehicle.
- Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- Volunteers are discouraged from being alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home.

YMCA Information

Information regarding membership lists, participation fees, donors, financial aid, planning, medical conditions and other information is confidential and should be kept within the YMCA, and should be shared within the YMCA only with those who have a legitimate need to know, as determined by management.

Arrest & Criminal Conviction of a Volunteer

A volunteer is required to report an arrest or criminal conviction to the YMCA. The report should be made promptly, within 5 days of when the arrest or conviction occurred or prior to any additional volunteering, whichever comes first. The report should be made in writing to the YMCA branch executive and the volunteer director/coordinator, and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Failure to report arrests or conviction as required will be considered misconduct and ground for dismissal.

The YMCA of Greater Cincinnati has chosen not to accept court ordered community service. If you need hours to satisfy a judgment due to criminal offense please seek opportunities elsewhere.

Alcohol and Drugs

The YMCA is committed to maintaining an alcohol and drug-free environment. This is particularly important since many volunteers are responsible for the safety and welfare of children and youth. Therefore, the YMCA prohibits the use, sale, manufacture or possession of alcohol or drugs (except those properly prescribed by a physician and used in accordance with the physician's instructions) by any volunteer while volunteering for the YMCA, and/or while in any YMCA facility or vehicle.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Volunteer Rights

- To be treated as a partner and friend.
- To have a meaningful assignment with consideration for your individual interests, skills and life experiences.
- To be kept in the know about YMCA programs, policies, and people through frequent communications that may include conversations, meeting, memos, emails and newsletters.
- To receive thoughtfully planned and effectively presented orientation and training for your volunteer position.
- To continued education and training, including information about new developments and training for greater responsibility.
- To receive sound guidance and direction by someone who is experienced, well informed, patient and thoughtful and has time to invest in you as a volunteer.
- To be assured of accurate record keeping that includes hours of service, recognition received, and contributions and accomplishments.
- To be treated respectfully and to be given equal consideration for all volunteer assignments, regardless of age, income, disability, sex, background, or religion.
- To being offered a variety of experiences through promotions and or assignments of more responsibility, through transfer from one assignment to another, and through special assignments.
- To be heard, to have a part in planning, to feel free to make suggestions, and to have respect shown for an honest opinion.
- To be recognized in the form of promotion, awards, and simple day to day expressions of appreciation.
- To receive respect from YMCA Staff
- To enjoy a work environment that is energetic and conducive to work and fun.

Volunteer Responsibilities

- To have a heart in the interest of the kids, families, and communities the YMCA serves.
- To understand the YMCA mission and goals.
- To abide by the commitment that you make.
- To speak up, ask questions, and share ideas.
- To accept supervision, knowing that everyone is accountable to someone.
- To offer criticism constructively, seeking to understand before judging.
- To continue to grow and learn more about your volunteer task, the YMCA, and the YMCA way.
- To treat people with loving kindness and open communication, regardless of age, income, ability, background, sex or religion.
- To act as a responsible member of our YMCA family, learning the give and take necessary for the common good.
- To be a voice for the YMCA in your community and a voice for your community in the YMCA.
- To seek joy in your volunteer service. Having fun is an essential part of volunteering at the YMCA.

COMMUNICATION

Complaints

If you have a complaint or problem at the YMCA, in most circumstances, the best course of action is to discuss the matter with your volunteer director/coordinator at the YMCA. If the volunteer director/coordinator is unable to resolve the matter to your satisfaction, you should discuss the matter with the Executive Director at your Branch.

Computer Software and Data Use

Laws about use of software are very strict. You may not copy YMCA software, or bring a copy of software from home or another place of business and place the software on a YMCA computer.

All data stored on YMCA hardware and drives, purchased by the YMCA of Greater Cincinnati are the property of the YMCA and may not be used for personal reasons.

Voice Mail, E-mail, and Internet

Use of data sent and stored on YMCA computer and communications systems is the property of the YMCA. These systems include telephone, facsimile, voice mail, electronic mail, and internet systems. Messages sent, stored or printed on YMCA equipment is also the property of the YMCA. There can be no exceptions of privacy using these systems.

These systems are for business use. Examples of inappropriate use of these systems include the use of ethnic slurs, racial epithets, sexually explicit images, jokes, cartoons or anything that may be considered harassment. It is also inappropriate to use these systems for non-business information such as soliciting or proselytizing for commercial ventures, religious or political causes or other outside concerns.

Conflict of Interest

Volunteers are expected to refrain from giving the impression that the personal views and positions they express regarding economic, political or religious issues are those of the YMCA.

TRAINING

Training Programs

Many YMCA trainings, such as Child Abuse Prevention training, are required annually for volunteers, provided they are volunteering within the branch or a branch program or deemed necessary by the volunteer manager as necessary to the volunteers' YMCA responsibilities.

SCREENING

Screening

Each program, administrative and support volunteer who is 16 years or older is required to complete a YMCA background screening on an annual basis and volunteer orientation prior to beginning their volunteer service with the YMCA. Our background screening includes a minimum of a criminal history check, social security trace and national sex offender search. Once you have been offered a position as a volunteer within the branch, the Volunteer Coordinator will send you the instructions and link to complete the online background check.



YMCA OF GREATER CINCINNATI | VOLUNTEER APPLICATION

Please allow 5 business days to process any completed applications

PERSONAL (please give your FULL, LEGAL name)

Last Name:	First Name:	M.I.:	Home Phone: () _____ - _____
Nickname:	Employer:		Mobile Phone: () _____ - _____
Does your company offer a contribution match program for volunteer hours? Yes _____ No _____			Preferred Number: ___ Home ___ Mobile (check one)
Street Address:			Email Address (required):
City, State, Zip:			
Volunteer position you're applying for:			Best time to reach you:
Other areas of interest:			Are you a YMCA Member? Yes _____ No _____
Ethnicity: ___ Caucasian ___ African American ___ Asian ___ American Indian ___ Hispanic/Latino ___ Other			Branch: _____
			Date of Birth: ___ / ___ / _____
			Gender: ___ Male ___ Female
Emergency Contact Name:	Relationship:	Phone number:	
Have you been convicted of, or plead guilty to, any criminal offense (other than a juvenile offense now expunged from your record) or released from prison in the past ten years? Have you ever been convicted of, or plead guilty to, a felony?			
Yes _____ No _____ If Yes, describe in full: _____			

STUDENT VOLUNTEERS

Are you looking to fulfill a school requirement or will you receive school credit for your service? Yes _____ No _____
IF YES, name of school: _____ Is this a Service-Learning experience? Yes _____ No _____
Number of Hours needed: _____ Deadline to Complete Hours: _____

COMMUNITY SERVICE VOLUNTEERS

The YMCA of Greater Cincinnati has chosen not to accept court ordered community service. If you need hours to satisfy a judgment due to criminal offense please seek opportunities elsewhere.

RELATED BACKGROUND

Have you previously volunteered for or been employed by another YMCA? Yes _____ No _____ If Yes, please list all YMCAs and dates: _____				
<u>YMCA:</u>	<u>City, State:</u>	<u>Dates worked</u>	<u>AND/OR</u>	<u>Dates volunteered</u>
1)	1)	1)		1)
2)	2)	2)		2)
Have you previously volunteered for other organizations: Yes _____ No _____				
If yes, Organization name/duties: _____				
Current/most recent employer:			Location:	
Position:			How long:	
Current/most recently attended school:			Location:	
Current year in school/highest level completed:			Date completed (or graduation date):	
Certifications held (include date of expiration):				

REFERENCES For the safety of our participants, staff and volunteers, we complete at least 2 reference checks on every program volunteer. References are required to consist of one acquaintance, supervisor or colleague and one family member.

1	Name: Relationship to you:	Phone number: Email:
2	Name: Relationship to you:	Phone number: Email:

Conditions of Volunteer Participation and Release from Liability

The YMCA of Greater Cincinnati's desire is to build a community where individuals, especially the young, are encouraged to develop their full potential in spirit, mind and body. As a volunteer, I will cooperate in the fulfillment of this mission.

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 Greater Cincinnati does not provide volunteer compensation or trade volunteer services for membership or program fees.

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: By submitting this application, I/we agree that the YMCA may photograph or videotape me/us, and the YMCA may use those photographs or video footage for its marketing purposes. I/we release the YMCA from any claim or liability related to that use; waive all claims for myself/ourselves, my/our heirs and assignees against the individual YMCA staff persons and the YMCA of Greater Cincinnati.

Release from Liability: I/we agree that the YMCA shall not be responsible for any personal injuries or losses sustained by me/us while on any YMCA premises, or as a result of any YMCA-sponsored event. I/we further agree to indemnify and hold harmless the YMCA from any claims or demands arising out of any such claims or losses.

Background Certification: I certify that all of the information provided on this application is true and complete. I authorize the YMCA of Greater Cincinnati ("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 youth, I understand that the YMCA will order a criminal history check, and I authorize this investigation on a yearly basis.

Online Background Check Instructions: In order to expedite our volunteer approval process and to respect the privacy of your personal information, the YMCA has an online background screening process. Once you have been offered a position as a volunteer within the branch, the Volunteer Coordinator/Sports Director will send you the instructions and link to complete the online background check. This background check must be approved prior to your first day volunteering with the YMCA of Greater Cincinnati.

Volunteer Applicant Signature

Date

Parent or Guardian (**If applicant is the under age of 18**)

Date



YMCA CHILD PROTECTION POLICY CODE OF CONDUCT

YMCA Staff and Volunteers:

- A. Respond to children with respect and consideration and treat all children equally regardless of gender, race, religion or culture.
- B. Shall not physically, verbally, sexually or mentally abuse or neglect children. Any type of abuse will not be tolerated and will be cause for immediate dismissal.
- C. Are required to read, sign and comply with all YMCA procedures related to identifying, documenting and reporting child abuse.
- D. Will portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- E. Will refrain from intimate displays of affection in the presence of children, parents, staff and regular volunteers.
- F. Will not smoke or use tobacco in the presence of children or parents during working hours or while on YMCA premises.
- G. Will not use, possess or be under the influence of alcohol or illegal drugs during working hours or while on YMCA premises.
- H. May not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers and inviting children to one's home unless one of the following conditions exist:
 - i. Staff and regular volunteer's member and the child's family or guardians have a relationship that predates employment or volunteer position at the YMCA.
 - ii. Staff and regular volunteers have a relationship with the child, family or guardians that predates the child's enrollment in a YMCA program.
 - iii. Staff and regular volunteers and the child or the child's family or guardian are related.When these conditions exist, the employee must file with branch leadership the appropriate disclosure and parental permission form. Any additional exceptions require a written explanation before the fact, a written parent waiver, and must be approved by the CEO or designate.
- I. May not date program participants less than 18 years of age.
- J. May not transport participants in YMCA programs in personal vehicles. Any exceptions require a written explanation before the fact, a written parent waiver and must be approved by the CEO or designate.
- K. Shall observe children on a daily basis as they enter the program. Any questionable marks or responses will be documented and immediately reported to the program supervisor.
- L. May not be alone with a child in an area or location where they cannot be observed by others. Van and bus transportation could be an exception to this requirement. The van's front passenger seat may be occupied by a child only when all other seats are filled.
- M. Should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff and regular volunteers should be positioned so that they are visible to others.
- N. Will be accompanied by another staff person or regular volunteer and will always accompany participants on YMCA trips and outings. Ratios are to be maintained or exceeded.
- O. Will not release children to anyone other than the custodial parent or guardian, or other person authorized by the custodial parent or guardian in YMCA programs including child care, preschool, day camp, after school, resident camp, school's day out and child watch.

- P. Shall not leave a child unsupervised in a YMCA program.
- Q. Are to refrain from the use of language, physical conduct or behavior, which is sexually suggestive, harassing or intimidating to members, fellow employees, volunteers or other participants in YMCA programs or activities. Examples include sexual innuendos, profanity, put downs, puns, inappropriate jokes, sharing intimate details of one's personal life or phases such as "shut up".
- R. Shall use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff and regular volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing, with a copy to parent/guardian.
- S. Will not touch children inappropriately, or in ways that make children feel uncomfortable. Staff and regular volunteers may not engage in prolonged (more than 5 seconds) tickling and will cease this and any other behaviors that children protest in any way.
- T. Will use the following guidance under appropriate conditions as permissible form of non-verbal communication:
 - 1. Children over age six:
 - Hand to shoulder contact
 - Side by side hugs
 - High fives
 - Group handshake
 - Smiles
 - Rustling of hair and pats on the head
 - Handshakes
 - Eye contact
 - 2. Children under age six:
 - Same as children over age six
 - Staff and regular volunteers may hug, hold on their laps, or carry young children only to meet the children's needs for comfort and security, necessary for healthy emotional growth.

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

 Employee Name
(PLEASE PRINT)

 Branch

 Employee Signature

 Date

 Witness Signature

YMCA OF GREATER CINCINNATI CHILD PROTECTION POLICY

Child Abuse Reporting Procedure

In the event of an allegation of child abuse, the YMCA will take prompt and immediate action as follows:

YMCA staff are required by law to report suspicions of child abuse and neglect. Failure to or a delay in reporting suspicion of child abuse or neglect by a mandated reporter can result in arrest, prosecution, and jail for those who fail to report. When there is a suspicion of child abuse or neglect, a YMCA Director (Executive Director, Program Director, Family Life Director, etc.) must be contacted immediately. The YMCA Director is responsible for ensuring that proper procedures are followed.

1. At the first report or allegation that child abuse may have occurred, the regular volunteer or staff person it has been reported to will notify the Program Director, who will then review the incident with the Executive Director (Director) or his or her designate. If the Program Director (Director) is not immediately available, the staff person must contact the Association Human Resources or COO office for assistance.

Staff will never delay making a report of suspicion of child abuse within 24 hours, if a Director is not available. In Hamilton County the report is made to 241-KIDS, 24 hours per day. In other Ohio counties and in Kentucky, contact the law enforcement agency for the community where the child lives, or the applicable agency serving the YMCA location.

2. The staff person and Director will determine who will make the report and the report shall be documented. There is a form for documentation, but if the form is not readily available the staff person can record date, time, what was said, who was spoken to, and so on.

a. If the Director concurs that there is a suspicion of abuse or neglect, the Director may make the report but must promptly provide a copy of the signed report to the staff member involved. This serves to protect the liability of the staff member who is a mandated reporter.

b. If the Director does not agree that the allegation/incident/report/injury is suspicious, but the staff person believes that it is, the staff person is still obligated to make the phoned report, complete the written report, sign, and provide to Director in a timely manner.

3. The Executive Director will report any incident to their supervisor and/or the COO as soon as possible but not later than 12 hours of initial report of incident. CDS Executive or designate may be consulted by branch or association office for assistance.

4. A written report must be sent to the Association office within 24 hours where a complete file of all reports will be maintained.

5. The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. The names of involved persons will not be shared except with legal authorities or designated staff. When an individual, other than YMCA staff or participants, is the possible perpetrator, or is unknown, YMCA staff are still mandated to report allegations. It is highly recommended, but not required, that the family be informed by YMCA staff that a report has been made of suspected child abuse.

Staff, Volunteers, or Program Participants Involved:

In the event the reported incident involves a regular volunteer, staff member, member, or program participant, the Executive Director will immediately, without exception, suspend the individual from the YMCA and escort them off site until an investigation is complete.

- The incident will be considered job related even when the allegation indicates it took place at a location other than the YMCA.
- Reinstatement of the program volunteer, staff person, or YMCA member will occur only after allegations have been cleared to the satisfaction of the COO and District VP.
- Parent or guardian of involved children/youth are notified of issue/incident by Director, the procedures being followed, and timelines for follow up actions and/or information.

All information gathered during the reporting and investigation of an allegation of child abuse is confidential and will not be discussed except with the Executive Director or designate and authorities. This includes not sharing the identity of involved participants with others.

Signature of YMCA Employee or Volunteer

Print Name

Date

YMCA of Greater Cincinnati Volunteer Background Check

In conjunction with my application for employment (including contract services) with the YMCA of Greater Cincinnati, I understand that you intend to hire Selection Management Systems (SMS) to obtain "Consumer Reports" about me as defined in the Fair Credit Reporting Act (FCRA). These "Consumer Reports" may include information concerning my character, academic background, credentials, work habits, work performance, work experience, reasons for work termination, or general reputation. You may also seek information concerning my employment history, motor vehicle record, education background, civil litigation history and/or criminal record.

I understand that as a condition of my consideration for employment with the YMCA of Greater Cincinnati, or as a condition of my continued employment with the YMCA of Greater Cincinnati you may rely on any or all of the above referenced information. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a "Consumer Report" obtained from SMS, I will be provided with a copy of the "Consumer Report" and a written summary of my "Consumer Rights" under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize the YMCA of Greater Cincinnati, SMS or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information services organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired, this authorization shall remain on file and shall serve as an on-going authorization for you to obtain "Consumer Reports" about me at any time during my employment with you. A photocopy or facsimile of this authorization shall be as valid as the original.

Signature _____ Date _____

Print Name _____
Last Name First Name Middle Initial

Previous or Maiden Name (if applicable) _____

Social Security Number _____ - _____ - _____ Date of Birth _____

Street Address _____

City _____ State _____ Zip _____

Driver's License Number _____ State Issued _____

Identification Purposes Only: Race _____ Gender _____

Hiring Manager Use Only:

Motor Vehicle Check: Yes No

Position To Be Filled: _____ Branch: _____

OM _____

The YMCA of Greater Cincinnati recognizes that age, sex and race are protected characteristics and that the information requested will not be used as a basis for any employment decision.

YMCA OF GREATER CINCINNATI

NEW VOLUNTEER PROCESS CHECKLIST

NAME:	BRANCH:
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This portion will be completed by the YMCA Staff:

	Date of Item Completion	Items to be Completed
1		Completed YMCA Volunteer Application, Background Screening, Signed Code of Conduct and Child Abuse Reporting Procedures Received by YMCA Branch
2		Background Check submitted for processing (18 and older)
3		Background Check Approval Received
4		Online training for Child Abuse Prevention successfully completed (Mandatory)
5		Online training for YMCA Youth Sports Program (training.ymca.net) (Optional)
6		Online training for Coaching Youth Sports completed (Optional)
7		Branch Orientation & Interview Completed
8		Volunteer Information entered into Personify & hours tracked and entered into system within 90 days

A criminal background check will be processed on all individuals volunteering within a YMCA branch or branch programs on more than one occurrence or if otherwise deemed necessary by the branch volunteer manager or executive director. Volunteers cannot begin their assignment until all of the needed paperwork/training/references/background information has all been completed and approved.

ALL OTHER FORMS, INCLUDING THE APPLICATION AND CHECKLIST ARE KEPT IN VOLUNTEER'S FILE.

I have completed the process/training/orientation for enrollment of a volunteer with the YMCA of Greater Cincinnati. I agree to all of the standards stipulated in this handbook and understand that any violation of this Code of Conduct may result in termination of my volunteer work.

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date

Signature of Branch Executive/Designee (If applicable)

Date