



**KETTLE MORaine YMCA**  
 1111 W. Washington Street  
 West Bend WI 53095  
 (P) 262 334 3405  
 www.kmymca.org

## VOLUNTEER APPLICATION

Please print in ink. You must complete the entire application.

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

### APPLICANT INFORMATION

|   |               |
|---|---------------|
| Name (First, Middle, Last)  | Home Phone( ) |
| Address   | Cell Phone( ) |
| City  | Email         |
| Emergency Contact   | Phone( )      |
| Are You a Current YMCA Member? <input type="checkbox"/> Yes <input type="checkbox"/> No (Membership is not required)  |               |
| Are You at Least 18 Years Old? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Birth (if under 18)   |               |
| Are You Presently Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, current work schedule  |               |
| Have you ever been convicted or have charges pending of a crime (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, explain 1) nature of crime 2) date of conviction and 3) state in which convicted on separate sheet of paper. <b>We conduct criminal record checks on all volunteers. Convictions are not an automatic bar to volunteer opportunities. However, failure to provide complete and accurate information relating to criminal convictions will result in immediate removal from volunteer service.</b> If you are unsure on how to complete this information, please contact the Human Resource Department. |               |

### VOLUNTEER AVAILABILITY

|          | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Flexible |
|----------|--------|---------|-----------|----------|--------|----------|--------|----------|
| Days     |        |         |           |          |        |          |        |          |
| Evenings |        |         |           |          |        |          |        |          |

### VOLUNTEER INTEREST AREAS

Place a check by your areas of interest. Circle your areas of expertise, skill or training.

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Child Care        | <input type="checkbox"/> Special Events<br>(Live Y'rs / Tween Nights / Family<br>Nights / Community Events) | <input type="checkbox"/> Wellness Center         |
| <input type="checkbox"/> Laundry Job Coach |   | <input type="checkbox"/> Youth Sports Coach      |
| <input type="checkbox"/> Tour Leaders      | <input type="checkbox"/> Special Programs<br>(Working with children / adults<br>with special needs)         | <input type="checkbox"/> Youth / Teen Room       |
| <input type="checkbox"/> Rock Wall         |   | <input type="checkbox"/> Other (Please Describe) |

Which location would you like to volunteer at?  West Washington  River Shores

Why would you like to volunteer? \_\_\_\_\_

How did you hear about volunteer opportunities at the YMCA? \_\_\_\_\_

**Continue to other side**

## WORK HISTORY (paid & unpaid) Please list your last three employers, starting with the most recent.

|                              |  |                               |    |
|------------------------------|--|-------------------------------|----|
| Name of Employer             |  | Phone Number ( )              |    |
| Address                      |  |                               |    |
| Job Title                    |  | Employment Dates (Month/Year) |    |
| Name of Immediate Supervisor |  | From                          | To |
| Description of Duties        |  | Reason for Leaving            |    |
| Name of Employer             |  | Phone Number ( )              |    |
| Address                      |  |                               |    |
| Job Title                    |  | Employment Dates (Month/Year) |    |
| Name of Immediate Supervisor |  | From                          | To |
| Description of Duties        |  | Reason for Leaving            |    |
| Name of Employer             |  | Phone Number ( )              |    |
| Address                      |  |                               |    |
| Job Title                    |  | Employment Dates (Month/Year) |    |
| Name of Immediate Supervisor |  | From                          | To |
| Description of Duties        |  | Reason for Leaving            |    |

## REFERENCES Please list three people besides relatives and employers whom you have known for at least two years and who know you well enough to provide us with a reference.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Relationship To You \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Relationship To You \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Relationship To You \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

Please read carefully before signing this application.

- All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of volunteering or be cause for subsequent dismissal if I am chosen for a volunteer assignment.
- I authorize the Kettle Moraine YMCA to investigate and verify any and all information provided on this volunteer application. Such information and verification whether favorable or unfavorable may be provided by present or former employers, references provided, or any individual familiar with my background or me. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my background or me.
- Regardless of whether or not I become a volunteer with the Kettle Moraine YMCA, I recognize that this application is not and should not be considered a contract. I understand that volunteering at the Kettle Moraine YMCA is on an at-will basis and that my volunteer assignment may be terminated with or without cause, and without notice, at any time, at my option or the Kettle Moraine YMCA's unless specifically provided otherwise.

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

Signature of Parent or Guardian (if you are under the age of 18): \_\_\_\_\_

**THANK YOU FOR YOUR INTEREST IN VOLUNTEERISM!**

If you have any questions, please contact Human Resources at 262-247-1037



## **Kettle Moraine YMCA Employee Code of Conduct**

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff 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 (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs-diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children in any way, including
  - physical abuse - - striking, spanking, shaking, slapping, and so on;
  - verbal abuse - - humiliating, degrading, threatening, and so on;
  - sexual abuse - - touching or speaking inappropriately;
  - mental abuse - - shaming, withholding kindness, being cruel, and so on;
  - neglect - - withholding food, water, or basic care.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff 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 (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff are not to transport children in their own vehicles *during paid time*. *Staff may transport children before or after work with the expressed written consent of the parent on file at the YMCA and subsequent Executive Director Approval.*
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, 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.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.
24. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian *for all licensed child care programs* (written parent authorization on file with the YMCA). *For all other programs it is the parent's responsibility to bring their child safely to the program and promptly pick their child up. For all aquatics programs parents should come into the locker room with their child.*
25. Staff 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.
26. Staff are to report any allegations of child abuse to the program director or supervisor, who will review incident with the executive director.

27. The YMCA will make a report to the state or local child abuse agency and will cooperate to the extent of the law with any legal authority involved. In the event the reported incident involves a program volunteer, employed staff, or YMCA member, the executive director will immediately suspend the volunteer or staff person from the YMCA until an investigation is complete.

28. The parents or legal guardian of the child/children involved in the alleged incident will be promptly notified with the directions of the state or local agency. The YMCA's responsibility is to keep the names and contact information of those involved strictly confidential. People may learn that information some other way, such as through other children, but YMCA staff and volunteers should not provide it.

29. Reinstatement of the program volunteer, employed staff person or YMCA member will occur only after all allegations have been cleared to the satisfaction of the executive director.

30. ALL YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and should discuss the incident only with the executive director.

31. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.

32. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

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All full-time and part-time employees and program volunteers must read and sign this form (Employee Code of Conduct). I understand that any violation of this Code of Conduct may result in termination.

\_\_\_\_\_  
Employee or volunteer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer or Authorized Representative

\_\_\_\_\_  
Date



**KETTLE MORAINE YMCA  
CONSENT TO RELEASE INFORMATION**

I \_\_\_\_\_, hereby authorize and request that you make available to any duly authorized representative of the Kettle Moraine YMCA any relevant information necessary in regard to my volunteer participation with the Kettle Moraine YMCA.

Due to the extreme sensitivity in volunteering in a situation with very vulnerable individuals, I understand the need to provide information with regard to my employment history, personal character, criminal history and background information.

FULL NAME:

\_\_\_\_\_

|       |                |      |
|-------|----------------|------|
| First | Middle Initial | Last |
|-------|----------------|------|

ADDRESS:

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LICENSE NUMBER: \_\_\_\_\_

Please list prior addresses and dates of residence for the past ten years:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

|           |       |
|-----------|-------|
| _____     | _____ |
| Signature | Date  |



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Kettle Moraine YMCA Youth Volunteer Agreement Form

Youth volunteers are expected to:

- Behave in ways acceptable to other volunteers and staff.
- Be dependable, report on time and complete the service assignment.
- Notify the Kettle Moraine YMCA in advance if unable to serve for any reason.
- Respect as confidential the records that are handled and all matters relating to members, class participants, or staff members at the Kettle Moraine YMCA.
- Be willing to give the time, energy, and thought required to do a thorough job.
- Respect personal and private property.
- Dress appropriately for volunteer task.
- Treat others in a courteous and respectful manner.

Youth volunteers will refrain from:

- Use or possession of controlled illegal substances (tobacco, alcohol, drugs, etc.) except as prescribed by a physician.
- Obscene or objectionable language.

Youth volunteers and their families understand the supervisor will:

- Be the one to call the youth to set up their volunteer involvement.
- Be the person that the youth will contact, with a 24-hour notice, if they are unable to attend the scheduled activity.
- Set all behavioral guidelines and will expect the youth volunteer to follow them.
- Make the decision to send a volunteer home if their conduct is not satisfactory.

**I have read and understood the above expectations. I agree to act in a mature manner while volunteering. I agree to have respect for others, respect for myself, and respect for property. I know that if I break this agreement or my conduct is not satisfactory to the supervisor of the Kettle Moraine YMCA where I am volunteering, I may be sent home. I understand that I may be ineligible to participate in any future volunteer activities at the Kettle Moraine YMCA.**

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(Youth Signature)

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(Date)

**I, as parent or guardian, understand the above expectations, accept them, and agree to help my child follow them.**

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(Parent Signature)

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(Date)

Services available to help the family and the child include counseling, in-home services, assistance or training in home and financial management, parent education and self-help groups. In severe situations, it may be necessary to temporarily place a child in out-of-home care.

A person who is mandated to report suspected child abuse or neglect will be informed by the county what action, if any, was taken to protect the health, safety and welfare of the child who is the subject of the report.

### SIGNS OF CHILD ABUSE & NEGLECT

Following are the major signs of physical and sexual abuse, emotional damage and neglect. One of these, or even several in combination, may not indicate that abuse has occurred. They may indicate accidents or that medical conditions, emotional illness or other problems exist. If a number of these signs occur together or if they reoccur frequently, child abuse and neglect may be suspected.

#### SIGNS OF PHYSICAL ABUSE

- Bruises, welts on face, neck, chest, back
- Injuries in the shape of object (belt, cord)
- Unexplained burns on palms, soles of feet, back
- Fractures that do not fit the story of how an injury occurred
- Delay in seeking medical help
- Extremes in behavior: very aggressive or withdrawn and shy
- Afraid to go home
- Frightened of parents
- Fearful of other adults

#### SIGNS OF EMOTIONAL DAMAGE

- Low self-esteem
- Self-demigration
- Severe depression
- Aggression
- Withdrawal
- Severe anxiety

#### SIGNS OF NEGLECT

- Poor hygiene, odor
- Inappropriately dressed for weather
- Needs medical or dental care
- Left alone, unsupervised for long periods
- Failure to thrive, malnutrition
- Constant hunger, begs or steals food
- Extreme willingness to please
- Frequent absence from school
- Arrives early and stays late at school or play areas or other people's homes

#### SIGNS OF SEXUAL ABUSE

- Pain, swelling or itching in genital area
- Bruises, bleeding, discharge in genital area
- Difficulty walking or sitting, frequent urination, pain
- Stained or bloody underclothing
- Venereal disease
- Refusal to take part in gym or other exercises
- Poor peer relationships
- Unusual interest in sex for age
- Drastic change in school achievement
- Runaway or delinquent
- Regressive or childlike behavior

#### YOU CAN HELP! REPORT CHILD ABUSE AND NEGLECT

Immediately contact your county department of social or human services, sheriff, or the local police.

PFS 101 6/04

*It shouldn't hurt  
to be a child*



... but sometimes it does

Ask Yourself How You Can Help

#### REPORT CHILD ABUSE AND NEGLECT

Wisconsin Department of Health and Family Services  
Division of Children and Family Services  
Bureau of Programs and Policies



## Wisconsin's Child Protective Services (CPS) System

The purposes of the CPS System are:

- To protect the health, safety and welfare of children by encouraging the reporting of suspected child abuse and neglect;
- To assure that appropriate protective services are provided to abused and neglected children and their families and to protect children from further harm;
- To provide support, counseling and other services to children and their families to ameliorate the effects of child abuse and neglect;
- To promote the well being of the child in his or her home setting, wherever possible, or in another safe and stable placement.

Chapter 48 of Wisconsin's Statutes defines abuse as:

### Physical Abuse

Physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm.

### Sexual Abuse

Sexual intercourse or sexual touching of a child, sexual exploitation, forced viewing of sexual activity, or permitting, allowing or encouraging a child to engage in prostitution.

### Emotional Damage

Harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or aggression.

Emotional damage may be demonstrated by substantial and observable changes in behavior, emotional response or learning which are incompatible with the child's age or stage of development.

## Neglect

When a parent...or caretaker...fails, refuses or is unable, for reasons other than poverty, to provide the necessary care, food, clothing, medical or dental care so as to seriously endanger the physical health of the child.

## PERSONS REQUIRED TO REPORT ABUSE & NEGLECT: Mandated Reporters

- physicians
- coroners
- medical examiners
- nurses
- dentists
- chiropractors
- acupuncturists
- optometrists
- all medical & mental health professionals
- day care providers
- alcohol and other drug abuse counselors
- marriage & family therapists
- mediators under s. 767.11
- treatment staff employed by or working under contract with a county department
- professional counselors
- physical therapists and physical therapist assistants
- occupational therapists
- dietitians
- speech therapists
- audiologists
- emergency medical technicians
- social or public assistance workers
- paramedics
- school administrators, teachers, counselors
- police and law enforcement officers
- CASA (Court Appointed Special Advocate)
- child care workers in any day care center, group home or residential care center

*Mandated reporters are required to report suspected abuse and neglect of any child they see while in the course of their professional duties. Persons required to report must also report those situations in which they have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur.*

*Any other person may report if there is reason to believe that a child has been abused or neglected or has been threatened with abuse or neglect.*

## PENALTY

Persons required to report and who intentionally fail to report suspected child abuse or neglect may be fined up to \$1,000 or imprisoned for up to 6 months or both.

Persons who report in good faith are immune from civil or criminal liability.

## REPORTING IS NOT "MEDDLING"

Deciding to get involved in a situation of suspected abuse or neglect can be difficult. It is, however, a decision that may be crucial to a child not only today, but also in the future. Parents who have abused or neglected their children may need services and support to provide safe care for their children.

## HOW TO REPORT

Contact your county social/human services department, sheriff, or local police department immediately - by telephone or in person.

## WHAT TO REPORT

Explain as well as you can, what happened or is happening to the child. Describe the nature of the abuse or neglect. Be as specific as possible.

Be prepared to give the name, address, and telephone number of the child and also the name of the parent or caretaker, if different. Even if you do not know all of this information, report what you do know.

Tell all you know about the situation.

## WHAT WILL HAPPEN?

A social worker from the county department of social/human services or an agency under contract with the county department will assess the situation and determine what must be done to protect the child and help the family.