

LĀNA'Ī YOUTH CENTER

717 Fraser Avenue
Lana'i City, Hawaii 96763
Office: (808) 565-7675
Fax: (808) 565-9588
E-mail: lyc@lanaiyc.org

VOLUNTEER APPLICATION INSTRUCTIONS

SCREENING & CRIMINAL BACKGROUND CHECK POLICY:

- It is the policy of the Lanai Youth Center to conduct a criminal background check and child abuse clearance for all adult volunteers.

PROCEDURES:

- Sign a volunteer application, answer all questions and fill out information requested in sections 1, 2 (if applicable), 3 and 4.
- Hawaii criminal checks will be obtained from the Hawaii State Judiciary.
- National criminal checks must be obtained for volunteers who have lived in Hawaii for less than 10 years.
- If an adult is helping with driving the youth to and from events It is the responsibility of the volunteer to obtain a traffic abstract at his/her own expense.

VOLUNTEER VERIFICATION DOCUMENTS REQUIRED:

- Drivers License or Passport
- Social Security Number or Birth Certificate
- Traffic Abstract (if driving LYC van & youth to and from outings).

FORMS USED:

- Volunteer Application

Mahalo for Applying!

We look forward to working with you and appreciate the generous offer of your time and skills.

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For Office Use Only		
Initial		Date
_____	Processing Fee Collected	_____
_____	References Completed	_____
_____	Vol. Policy Completed	_____
_____	National Check Sent	_____

VOLUNTEER APPLICATION

1) Contact, Personal & Work Information:

Name _____
First MI Last Other names

Address _____

(If different from above, Please list addresses for last 5 years on a separate sheet of paper & attach.)

Phone _____ E-mail _____

Social Security # _____ Birthday _____ Age _____ Marital Status _____

Spouse name _____ Children's Names _____

Employer Name: _____

Job Title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact: () Work () Residence () SMS Text

2) Are you willing to drive youth to & from outings? Yes _____ No _____

(If you answered no please skip this portion)

Do you have a valid Hawaii Driver's License? _____ Drivers License No. _____

Do you have use of a car? Yes ___ or No ___ is this car insured? Yes ___ No ___

Name of Insurance Company: _____

Have you ever had your driver's license revoked? _____ if yes, please explain:

Please attach a copy of your drivers abstract to this application.

3) Community Service, Education, Experience & Skills History:

Please list boards, committees and other organizations you currently volunteer at or have volunteered for (school, business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service

Education Background/Training/Certificates/Diploma/Degree

Any special training, skills, or hobbies?

Skills, Experience and Interests (Please check mark all that apply)

<input type="checkbox"/>	Administration, Management	<input type="checkbox"/>	Planning Expertise
<input type="checkbox"/>	Community Service	<input type="checkbox"/>	Personnel, Human Resources
<input type="checkbox"/>	Education, Instruction	<input type="checkbox"/>	Policy Development
<input type="checkbox"/>	Enthusiasm	<input type="checkbox"/>	Program Evaluation
<input type="checkbox"/>	Finance, Accounting Expertise	<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Social Media, Web Design
<input type="checkbox"/>	Grant Writing	<input type="checkbox"/>	Special Events
<input type="checkbox"/>	Leadership Capacity	<input type="checkbox"/>	Technology
<input type="checkbox"/>	Marketing and Communications	<input type="checkbox"/>	Willingness to Learn New Things
<input type="checkbox"/>	Nonprofit Experience	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Outreach, Advocacy	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Passion and Commitment	<input type="checkbox"/>	Other:

Please list any groups, organizations or businesses that you could serve as a liaison to or on behalf of the Lāna`i Youth Center.

How much time are you available to volunteer?

1 Hour 2 + hours

Can you commit to attending weekly or monthly?

Weekly Monthly

Can you make a commitment to volunteer for at-least one year? Yes ___ No ___

4) Consent:

FOR ADULT VOLUNTEER

I understand that part of the process that leads to becoming a volunteer is the agency's background check procedures. This procedure includes background checks both locally and nationally at a cost of \$10.00, to help us defer the cost, are you able to pay for or make a donation to help cover the fee ___yes or ___no. If you are able to help, please include the payment with your form or make a check payable to The Lanai Youth Center.

I hereby authorize The Lanai Youth Center to check with the appropriate public authorities (police, courts, etc.) for matters of public record regarding my background or history.

I hereby release the addressed institution(s) and all individuals connected therewith from all liability for damage whatsoever incurred in furnishing such information.

I do ___ / I do not ___ give my consent and permission to take my picture or use my photograph and name for the purpose of volunteer recruitment, public relations and publicity efforts by The Lanai Youth Center to promote the program.

Signed _____ Date: _____

PARENTAL CONSENT FOR HIGH SCHOOL VOLUNTEER

I give my full permission and consent for my child to volunteer for The Lanai Youth Center. I give my permission and consent with the understanding that my child will volunteer to spend _____ hours each week at the Program site.

I do ___ / I do not ___ give my consent and permission to use my child's photograph and first name only for the purpose of volunteer recruitment, public relations and publicity efforts by The Lanai Youth Center to promote our program.

I give my consent for The Lanai Youth Center to contact my child's teacher and school to request information to best meet my child's needs.

Parent's Name (please print) _____

Parent Signature _____ Date: _____