



Takodah YMCA Heritage Tours Volunteer Leader Application

Name _____

Mailing Address _____

Town _____ State _____ Zip _____

Home # _____ Cell # _____

Email: _____

Occupation _____ Employer _____

Which tour are you interested in volunteering for? _____

Do you or have you ever had any children participate in a Takodah YMCA Developmental Travel Tour? **YES** or **NO** (if yes please list child(ren)'s name below along with tour and date)

Why do you want to be involved with this program?

What kind of youth-oriented programs have you been involved in?

What specific skills do you possess what could be helpful to the program?

Please list some of the aspects of the tour that interest you the most:

Please, provide three references, only one being a family member:

Name	Relationship	Phone#
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Once completed, please, return this application to the Takodah YMCA.

32 Lake Street
North Swanzey, NH 03431
603-352-0447
(fax)603-352-0516
info@takodahymca.org

I (the applicant) certify that the information provided is true and accurate. I authorize the Takodah YMCA to verify the information provided on the application and specifically waive any right to confidentiality. I understand that the Takodah YMCA will contact relevant references and conduct a thorough background check.

Signature _____ Date _____



HERITAGE ★ TOURS

Volunteer Information

Name: _____
LAST (MAIDEN/ALIAS) FIRST MI

Address: _____
STREET CITY STATE ZIP CODE

Date of Birth: _____ Male / Female

Social Security Number: _____

E-mail: _____

Cell # _____ Home #: _____

Vest Size (Adult): XS S M L XL 2XL 3XL

Emergency Contact Info: _____
Name Relation Phone

Please indicate the manner (e-mail address, tel. number) you prefer students contact you:

TAKODAH YMCA
32 Lake Street
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camptakodah.org



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Volunteer Waiver Agreement

**PLEASE READ CAREFULLY BEFORE SIGNING.
THIS IS A RELEASE OF LIABILITY AND THE WAIVER OF CERTAIN LEGAL RIGHTS.**

THE UNDERSIGNED PERSON (the "Volunteer") hereby acknowledges an intent to volunteer for the Takodah YMCA. The Volunteer freely and unconditionally waives and releases the Takodah YMCA and any and all of its employees, representatives and agents and their successors and assigns (the Takodah YMCA from all liability to the Volunteer, his personal representatives, assigned heirs and next of kin for any and all loss or damage and any resulting claims of demands due to injury to the person or property or death of the Volunteer, including those caused by the alleged negligence of the Takodah YMCA. The Volunteer further agrees to defend, indemnify and hold the Takodah YMCA harmless from and against any and all liabilities, demands, claims, damages, suits, judgments and decrees, and court awards including costs, expenses and attorneys' fees, on account of injuries to or death of any person or persons or damage to any property arising out of or related to the Volunteer's intentional or negligent acts, errors or omissions for the duration of the Volunteer's participation.

The Volunteer understands that he / she is not an employee of the Takodah YMCA and agrees that he / she will not receive any compensation or benefit nor be eligible for any coverage under the New Hampshire Workers Compensation Laws.

I HAVE CAREFULLY READ THE FOREGOING WAIVER, UNDERSTAND ITS CONTENTS, AND AM AWARE THAT I AM RELEASING CERTAIN LEGAL RIGHTS. I ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES INCURRED WHILE VOLUNTEERING WITH THE TAKODAH YMCA.

Signature _____ **Date** _____

Criminal Record Authorization

I hereby authorize to the Takodah YMCA, the release of my criminal record conviction(s), if any.

Signature _____ **Date** _____

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Volunteer Code of Conduct

1. In order to protect Y volunteers and program participants during a YMCA program, staff should not be alone with a single student where he/she cannot be observed by others. As staff supervise students, whenever possible they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a student unsupervised.
3. Restroom supervision in off-site situations: No student, regardless of age, should ever enter a bathroom alone on a program trip. Always send students in pairs, and if not possible, with staff. Making sure that staff is visible to others.
4. Staff shall not abuse students, including:
 - Physical Abuse - strike, spank, shake, slap
 - Verbal Abuse - humiliate, degrade, threaten
 - Sexual Abuse - inappropriately touch or speak
 - Mental Abuse - shame, withhold kindness, be cruel
 - Neglect - withhold food, water, basic care, etc.

No type of abuse will be tolerated and may be cause for immediate dismissal.

5. Staff must use positive techniques of guidance, including redirection, positive reinforcement, 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 pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
6. Staff should respond to students with respect and consideration and treat all students equally regardless of age, disability, ethnicity, sex, national origin, race, religion, sexual orientation, gender identity or expression, or culture.
7. Staff will respect a student's right to not be touched in ways that makes them feel uncomfortable, and their right to say no. Students are not to be touched on areas of their bodies that would be covered by a bathing suit.
8. Staff will refrain from intimate displays of affection towards others in the presence of students, parents and other staff members.
9. 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 Takodah YMCA.
10. Staff must appear clean, neat, and appropriately attired.
11. Using, possessing or being under the influence of alcohol or illegal drugs while touring is prohibited.

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12. Smoking or use of tobacco in the presence of students or parents during meetings or touring is prohibited.
13. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of students is prohibited.
14. Staff must be free of physical and psychological conditions that might adversely affect a student's physical or mental health. If in doubt, an expert should be consulted.
15. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
16. Staff may not be alone with students they meet in Takodah YMCA programs outside of the Program. This includes babysitting, sleepovers and inviting students to your home. Any exceptions require a written explanation before the fact and are subject to Administrator/Development Travel Director approval.
17. Staff are not to transport students in their own vehicles unless directed to do so by a program director and never without another staff person along.
18. Staff may not date program participants under the age of 18 years of age.
19. Under no circumstances should staff release a student to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization should be on file with the Takodah YMCA).
20. Staff will act in a caring, honest, respectful and responsible manner.

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

Signature of Volunteer _____ Date _____

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