

Youth Programs Volunteer Package

Volunteer Application Form



FIRST & LAST NAME _____ MAIDEN NAME _____

ADDRESS: _____
STREET CITY/STATE/ZIP

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS: _____

DUTY STATION/SQUADRON/PLACE OF EMPLOYMENT: _____

PLEASE CHECK ONE OR MORE PROGRAMS YOU MAY BE INTERESTED IN SUPPORTING:

- Basketball Coach
- Baseball Coach
- Soccer Coach
- Football Coach
- Volleyball Coach

- Ready, Set, Run Mentor
- School Age Program
- Open Recreation Program
- Teen Program
- Other: _____

What **ages** are you interested in coaching/working with?

___ 3-4; ___ 5-6; ___ 7-8; ___ 9-10; ___ 11-12; ___ 13+

Have you received Self-Aid Buddy Care/First Aid and/or CPR training within the past two years?

List any formal training you have received pertaining to youth and/or coaching.

What experience do you have working with children?

What interests you about volunteering for Youth Programs?

Copy of Immunization Record is needed upon application

Privacy Act Statement: The purpose of requesting this information is to determine the qualifications, suitability, and availability of the applicant for volunteer purposes within the above listed programs. Completion of the information in this package is voluntary, however, failure to provide any requested information may prevent you from receiving full consideration for the volunteer position you seek.

Applicant Name: _____ Date: _____

Applicant Signature: _____



Volunteer Position Description

Description:

- Coach/mentor all youth ages 4-18 in various activities.
- You will be considered a role model for all youth ages 4-18; therefore, sportsmanship, fair play, and full participation are required.

Responsibilities:

- Provide a safe and fun environment for the children.
- Must maintain a positive, respectful attitude in and around Youth Programs.
- Encourage all youth to make healthy decisions.
- Help to implement or coordinate special interest projects and programs.
- Plan and supervise games, practices, and events.
- Teach young athletes the fundamentals of the sport.
- Learn and follow all league rules, policies, and procedures.
- Give each player equal playing time.
- Put the feelings of players ahead of your own desire to win.

Qualifications:

- Successfully complete the application procedure and pass a background check.
- Attend any scheduled interviews, meetings, or additional trainings to include but not limited to Self-Aid Buddy Care/First Aid/CPR.
- Be organized, enthusiastic, patient (especially with youth), and dependable.
- Successfully complete the National Youth Sports Coaches Association (NYSCA) Certification Program.

As a volunteer, you are treated by local, state and federal law as being an unpaid employee of the agency with which you are associated; therefore, you must conduct yourself in the same manner as you would at your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits, as any other agency employee.

I agree that I have read and understand the above position description for the Youth Programs Volunteer and that I accept the terms of the position description.

Applicant Name: _____

Applicant Signature: _____ Date: _____



In Case of an Emergency,
Youth Programs Should Contact:

Name: _____

Phone Number: _____

Relationship to Volunteer: _____

Or

Name: _____

Phone Number: _____

Relationship to Volunteer: _____

VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES

NONAPPROPRIATED FUND INSTRUMENTALITIES

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>		2. YEAR OF BIRTH
3. INSTALLATION	4. ORGANIZATION/UNIT WHERE SERVICE OCCURS 628th Force Support Squadron	
5. PROGRAM WHERE SERVICE OCCURS	6. ANTICIPATED DAYS OF WEEK 2-4	7. ANTICIPATED HOURS 1-4
8. DESCRIPTION OF VOLUNTEER SERVICES		

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

9. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

11. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
12.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

13. AMOUNT OF VOLUNTEER TIME DONATED				14. SIGNATURE	15. TERMINATION DATE (YYYYMMDD)
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS		
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>				b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

NAME (Last, First, Middle Initial)				SSN (Last 4 digits)		DATE			
ADDRESS (Include Zip Code)				HOME TELEPHONE #		DATE OF BIRTH		SEX	
								FEMALE	
								MALE	
MARITAL STATUS				EDUCATION (Highest Grade Completed)		OCCUPATION (Employer / School)		BUSINESS TEL.	
SINGLE		WIDOWED							
MARRIED		DIVORCED							
PARENTS OR GUARDIAN (Name and Address. Include Zip Code)				HOME TELEPHONE #		BUSINESS TEL.			
REMARKS									
<p>I, the undersigned, desire to volunteer my services to the MWR programs at JB Charleston/Weapons Station. I expressly agree that such services are offered at no cost to the US Government or any instrumentality thereof. I expect no present or future compensation as a result of the services to be performed by myself. I understand that the performance of services entitle me to no compensation, either in pay benefits, and I agree that I shall not present any claims against the United States or any agency, instrumentality, or employee thereof.</p>									
SIGNATURE OF VOLUNTEER									
DATE				ACCEPTED BY (Signature)					

**AF FORM 2040 PREVIOUS EDITION IS OBSOLETE SEPT 78
MWR VOLUNTEER PERSONAL DATA**



Reference Checks

One must be a current/former supervisor

Applicant Name: _____

Reference Check #1:

➤ Individual's Name: _____

➤ Individual's Email: _____

➤ Individual's Phone Number: _____

Relation: **Supervisor** **Friend** **Relative** **Co-worker** **Other**
required (circle one)

Reference Check #2:

➤ Individual's Name: _____

➤ Individual's Email: _____

➤ Individual's Phone Number: _____

Relation: **Supervisor** **Friend** **Relative** **Co-worker** **Other**
required (circle one)



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC**

ACKNOWLEDGEMENT OF RIGHTS AND CONSENT TO RELEASE RECORDS

AUTHORITY: 42 U.S.C. 13041 and 10 U.S.C. 8013

PRINCIPLE PURPOSE: To comply with Public Law 101-647, Section 231, and DoDI 1402.05, Criminal History Background Checks on Individuals in DoD Child Care Services Program.

DISCLOSURE: Mandatory. In the case of specified volunteer or contract worker in a position involved with children under the age of 18, refusal to sign this form shall result in the Program's refusal to consider the applicant for employment or volunteer service.

ACKNOWLEDGEMENT:

1. I have been advised and understand that the United States Air Force, as a Federal employer, has an obligation to require a records check as a condition of a position involved with children under the age of 18. I have been further advised that I have right to obtain a copy of any criminal history report made available and to challenge the accuracy and completeness of any information included in such report.

2. I understand that the records check will include one or more of the following:

a. An Installation Records Check at all installations I have identified as having a prior DoD affiliation with (conducted a minimum of 2 years before date of application). This records check will include, at a minimum, a file check of Security Forces Management Information System (SFMIS) which affords global background investigative data for all Air Force installations; Family Advocacy's Air Force Central Registry which includes all drug and alcohol program files, medical treatment facility files, mental health, and life skills files; Family Housing files; and any other record checks as appropriate to the extent permitted by law; and

b. An FBI Advanced Fingerprint Check.

3. I hereby authorize any Federal, state, or local agency or office to release any record relating to me which is necessary to complete the record checks described above.

TYPED or PRINTED NAME: _____

SIGNATURE: _____

DATE SIGNED: _____

Famulus Omnis – Serving All

The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and-or civil penalties.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS JOINT BASE CHARLESTON (AMC)
JOINT BASE CHARLESTON SC



MEMORANDUM FOR SECURITY FORCES/FAMILY ADVOCACY/ALCOHOL AND
DRUG PREVENTION AND TREATMENT/AFOSI

FROM: 628 FSS/FSCN

SUBJECT: Installation Records Check

1. The individual listed below has applied for a volunteer, contract, family child care or paid position within Child and Youth Programs. In accordance with DoDI 1402.5 and AFI 34-144, the position is subject to a records review. An Installation Record Check (IRC) is required for individuals with DoD affiliation who work with children under 18 years of age. The IRC must include a records check with **Security Forces (SEMIS) / Alcohol and Drug Prevention and Treatment (ADAPT) / Family Advocacy (Central Registry) / AFOSI (DCII & I2MS)**.

APPLICANT'S NAME:

APPLICANT'S SSN:

ADDRESS:

PHONE NUMBER:

PLACE OF BIRTH:

DATE OF BIRTH:

SPONSOR'S NAME:

SPONSOR'S SSN:

2. Do your records indicate any reason why this individual should not perform duties involving children? If so, please provide details in the remarks section.

3. Because applicants must have a favorable completed IRC before they can be appointed to a position, the IRC must be processed as quickly as possible. Any delays in this process could have an adverse effect on Child and Youth Programs. If you have any questions, please do not hesitate to contact our office at (843) 963- 7 9 2 1 or FAX (843) 963-8058 or e-mail at kathleen.young.3@us.af.mil. Thank you for your assistance.

KATHLEEN YOUNG
Personnel Security Specialist

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Attachment

1st IND

To: 628 FSS/FSCN

1. I certify a records check as required by DoDI 1402.5 and AFI 34-144 has been completed pertaining to the above named individual(s) and disclosed the following:

_____ No record of applicant _____ Record on file

2. Information which may affect individual's suitability to work with children:

PRINTED NAME / OFF SYMBOL / POSITION / CONTACT NUMBER

SIGNATURE _____ DATE _____

Revised March 2017

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SECURITY INITIAL INFORMATION CHECKLIST

FULL NAME: _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

In the last 2 years, have you had DoD affiliation (such as living or working) on an Installation other than JB CHARLESTON/WEAPONS STATION? Y N

If yes: ADDRESS _____

5 Year State Residential History

Alabama <input type="checkbox"/>	Alaska <input type="checkbox"/>	Arizona <input type="checkbox"/>	Arkansas <input type="checkbox"/>
California <input type="checkbox"/>	Colorado <input type="checkbox"/>	Connecticut <input type="checkbox"/>	Delaware <input type="checkbox"/>
Florida <input type="checkbox"/>	Georgia <input type="checkbox"/>	Hawaii <input type="checkbox"/>	Idaho <input type="checkbox"/>
Illinois <input type="checkbox"/>	Indiana <input type="checkbox"/>	Iowa <input type="checkbox"/>	Kansas <input type="checkbox"/>
Kentucky <input type="checkbox"/>	Louisiana <input type="checkbox"/>	Maine <input type="checkbox"/>	Maryland <input type="checkbox"/>
Massachusetts <input type="checkbox"/>	Michigan <input type="checkbox"/>	Minnesota <input type="checkbox"/>	Mississippi <input type="checkbox"/>
Missouri <input type="checkbox"/>	Montana <input type="checkbox"/>	Nebraska <input type="checkbox"/>	Nevada <input type="checkbox"/>
New Hampshire <input type="checkbox"/>	New Jersey <input type="checkbox"/>	New Mexico <input type="checkbox"/>	New York <input type="checkbox"/>
North Carolina <input type="checkbox"/>	North Dakota <input type="checkbox"/>	Ohio <input type="checkbox"/>	Oklahoma <input type="checkbox"/>
Oregon <input type="checkbox"/>	Pennsylvania <input type="checkbox"/>	Rhode Island <input type="checkbox"/>	South Carolina <input type="checkbox"/>
South Dakota <input type="checkbox"/>	Tennessee <input type="checkbox"/>	Texas <input type="checkbox"/>	Utah <input type="checkbox"/>
Vermont <input type="checkbox"/>	Virginia <input type="checkbox"/>	Washington <input type="checkbox"/>	West Virginia <input type="checkbox"/>
Wisconsin <input type="checkbox"/>	Wyoming <input type="checkbox"/>		