



Volunteer Application Packet

Virginia National Guard
Youth Program

Edited by: Duerksen, Joe CTR NG VA ARNG

Dear Volunteer Applicant,

Thank you for your consideration to volunteer time, talent, and efforts to ensure the success of the Virginia National Guard Child and Youth Program. We appreciate your desire to work with our children and youth. Without the help of volunteers like you, the programs, trainings, and services provided for our children and youth would not be possible. The impact of volunteers, like you, within the National Guard is felt locally, statewide, and at the national level.

The following pages of this guide will provide you with a better understanding of what volunteering looks like with the Virginia National Guard Child and Youth Program. It will also provide you with the forms needed in order to apply for consideration in volunteer opportunities. Working with children and youth can be a very rewarding experience. You have now taken the first step toward positively impacting the lives of our Virginia National Guard children and youth.

Please read through the following information carefully, then complete and submit all required documents to the Child & Youth Program Coordinators. The safety of our Service Members' children is our number one priority. Please be patient and understanding through the process. We want take every measure to ensure that our volunteers who work with children have been screened thoroughly and properly. Should you have any questions about the information in this guide please contact Joe Duerksen at 804-236-7866.

On behalf of the all the Virginia National Guard children and their families, I thank you for your commitment, generosity, and support of the Virginia National Guard Child and Youth Program.

Sincerely,

Joe Duerksen, CTR Lead Child and Youth Program Coordinator 5901 Beulah Rd Sandston, VA 23150 804-236-7866 804-519-8421 Joe.m.duerksen.ctr@mail.mil	Silena Callis, CTR Child and Youth Program Coordinator 5901 Beulah Rd Sandston, VA 23150 804-236-7865 434-264-2926 Silena.m.callis.ctr@mail.mil
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Virginia National Guard Child and Youth Program VOLUNTEER PROGRAM

Position Objective

To assist the Virginia National Guard(VANG) Child & Youth Program Lead and Coordinator (LCYPC/CYPC) in the delivery of child and youth related trainings, events, and activities, as well as, to ensure youth program policies are enforced (*i.e. Youth Code of Conduct*).

Major Responsibilities/Description of Duties

1. To assist the LCYPC/CYPC in facilitating youth activities, leadership forums, camps etc.
2. To promote and coordinate youth opportunities, as needed. To include, but not limited to, Yellow Ribbon events, State Teen Panel, Program Development, Trainer, Administrative Support, Event Coordinator, and Camps.
3. To promote a safe environment for all youth, teen and volunteers.
4. To enforce behavior expectations for students as outlined in the Youth Code of Conduct.
5. To maintain communication with LCYPC/CYPC regarding concerns, disruptive behaviors, injuries and/or unforeseen changes to previous agendas or planning.
6. To serve as a facilitator during small and large group trainings/activities.
7. Other duties as assigned by the LCYPC/CYPC.

Supervision

1. The CYPCs will serve as the supervisor of all VANG Youth Program volunteers.
2. The Virginia State Family Program Director possesses direct responsibility of the Virginia National Guard Child and Youth Program.

Time Required

We know your time is limited and precious and, therefore, we appreciate any time and assistance you are able and willing to provide for us. Please keep in mind, we rely on you and trust you to be present at the events/programs you sign up to attend. If there are extenuating circumstances which prohibit you from attending, please notify LCYPC or CYPC as soon as possible in order to have time to fill that vacancy.

Joint Services Support Tracking

In order to help us facilitate our program more efficiency, we ask that all our volunteers log their hours serving the VANG Child and Youth Program in JSS, www.jointservicesupport.org. Logging this time helps the Virginia National Guard justify the programs and support we offer throughout the year. If any volunteer would like a record of their hours, please contact a CYPC and they will be printed.

Volunteer Standards are based on Army Directive 2014-23

Volunteer Forms Checklist

Please complete and return the following to the LCYPC/CYPC

- Forms Checklist
- Volunteer Information
- Volunteer Experience
- Volunteer Certification Form
- Code of Ethics
- Code of Conduct
- Confidentiality Statement and Photo Release Form
- Release from Volunteer Service
- Background Screening
 - DTS Information
 - Clearance Request Form 7b
 - OFI 86c (*annually*)
 - Volunteer Agreement, DD2793 (*annually*) (*attached*)
 - Fingerprints (*annually*) (*Attained at Security Office or local police*)

Upon completion of your application, please submit all forms to the Virginia National Guard Lead Child and Youth Program Coordinator for review. You will be contacted for volunteer opportunities as the need arises.

*** All new Volunteer Applicants are required to conduct an interview with a CYPC before becoming a specified volunteer. (See Army Directive 2014-23, Enclosure 5, pp3)**

Volunteer Application

Please enter all responses via computer. Complete all sections of the application.

Section 1: Applicant Information

Full Name:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address:			
City:		State:	Zip:
Home Phone (with area code):		Cell Phone (with area code):	
Email Address:			
T-Shirt: <input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L	<input type="checkbox"/> XL <input type="checkbox"/> XXL
Age:		Date of Birth (mm/dd/yy):	

I am a:	
<input type="checkbox"/> Member of the Virginia National Guard <input type="checkbox"/> ARNG <input type="checkbox"/> ANG	<input type="checkbox"/> Spouse of a Service Member <input type="checkbox"/> Relative of a Service Member <input type="checkbox"/> Other:
Member of: <input type="checkbox"/> Active Army <input type="checkbox"/> Air Force <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard	Unit Affiliation:
Are you a full-time employee of the Virginia National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your status? <input type="checkbox"/> AGR <input type="checkbox"/> ADOS <input type="checkbox"/> Fed Tech <input type="checkbox"/> State Employee <input type="checkbox"/> Contractor	

References for Non- Guard Affiliated Applicants

If you are not a National Guard Service member or related to a National Guard Service member, please provide the name, address, and phone number of two individuals that are not related to you for a character reference:

Name	Address	Daytime Phone	Relationship to Applicant

I authorize the National Guard to contact the references above. I understand that misrepresentation or omission of information requested is just cause for non-selection as a volunteer. I waive the right to review these references.

Applicant Signature: _____ Date: _____

Volunteer Experience

If you have not previously volunteered with the National Guard Youth Program, please list your previous volunteer work and/or experience working with children and youth.

Organization	Brief Role and Duties	Year/Length

Volunteer Interests, Specialties, and Certifications

What special interests do you have that could benefit our youth?

Are you First Aid/CPR certified? If so, what date is your certification through?

Do you have any other certifications that would be beneficial at our camps/events?

What are your preferences as far as volunteering? Do you prefer working with 8-12 years or 13-17 years? Do you prefer to work directly with youth or behind the scenes?

Is there anything else you want us to know?

Volunteer Certification Form

As required by the Department of Defense, a criminal history background check which includes a FBI fingerprint check and a state criminal background check must be performed on all individuals working with National Guard Children and Youth. Background checks will be submitted to the Virginia State Police department.

Have you ever been arrested for or charged with a crime involving a child? Yes No

Have you ever been asked to resign because of or been decertified for a sexual offense? And if so, "provide a description of the case disposition." Yes No

I, the undersigned, grant permission for the Virginia National Guard Youth Program to conduct a background investigation to verify that I do not have a criminal record. I understand that this information will be kept confidential and that it is required to provide protection and a safe environment for the children. I, the undersigned, do hereby certify under penalty of perjury, that I have not been convicted in Virginia or any other state or jurisdiction of any crime or disorderly personal offense involving sexual offenses, child molestation, endangering the welfare of children, or incompetence.

Signature: _____ Date: _____

Volunteer Code of Ethics

As a Virginia National Guard Child and Youth Program (VANG CYP) Volunteer, I am a professional. I realize that I am subject to the same Code of Ethics that binds all professionals within the National Guard. I accept these responsibilities and respect matters of confidentiality. (Including all conversations with families)

I understand that as a VANG CYP volunteer, I have agreed to work without monetary compensation, with the exception of mileage and per diem, as determined by the VANG Family Programs Office. Having accepted this position, I will perform my work according to the same standard operating procedures as paid staff/contractors are expected to carry out their work.

I believe that all work should be carefully planned and carried out, in a professional manner. I will work with the LCYPC/CYPC and other volunteers to ensure that I am performing the duties expected from me, in a timely and professional manner.

I promise to work with an open mind and be flexible in all situations so that my performance is a benefit to the Children/Youth, families, Service members and staff/contractors within the National Guard Community.

Signature of Volunteer

Date

Code of Conduct

Purpose:

The purpose of the Virginia National Guard Youth Program is to develop a positive and safe learning environment that encourages military youth. We expect all persons involved to practice positive behaviors that foster the total development of youth. Each individual must accept the responsibility of creating a positive image that reflects the Youth Program ideals. In seeking uniformity in the conduct expected, the following code of conduct has been developed to provide a clear understanding of expectations of attendees, volunteers, and supporting personnel.

Code of Conduct:

1. Participants should attend and be actively involved in all scheduled activities. Failure to be in assigned locations may lead to dismissal from youth event.
2. Participants are expected to follow the directions of the Youth Program staff at all times.
3. Participants should respect the property of others. Deliberate destruction of facilities or removal of equipment is not permitted. Financial responsibilities for any damage caused by deliberate destruction will be assumed by the participant and/or parents or guardian. The same applies to the property and personal items of the other participants.
4. Participants should treat others and themselves with respect. Aggressive, abusive, vulgar, or violent language and behavior towards others are not permitted.
5. Participants are expected to dress according to the dress code at all times.
6. Possession, distribution of illegal substances, alcohol, tobacco products, weapons, knives or any items that can be used as a weapon must be reported to law enforcement. The Youth Program Staff have the right to conduct a search of a participant's outer clothing and personal belongings, lodging rooms and furniture being used by a participant if there is "reasonable suspicion" that the participant has drugs, alcohol or weapons.
7. Electronic devices (cell phones, MP3, video games, CD players, TVs, computers, etc.) are not allowed. These items will be confiscated and returned to the participant at the end of the event. **Allowances are made for Adult Volunteers who have the responsibility of ensuring safety and communication during an event.**

Consequences: (See *Release from Volunteer Service*)

NOTE: Any conduct not specifically covered by this Code of Conduct, but deemed inappropriate by those responsible for the youth event will be viewed as a violation and appropriate action will be taken. If an infraction occurs, the coordinator or person in charge of the youth event will provide appropriate communication to parents/guardians.

Signature of Volunteer

Date

Confidentiality Statement

I, the undersigned, do hereby acknowledge that in my volunteer role for the Virginia National Guard, I may have access to confidential information. I agree that I will not disclose any such confidential information maintained by the Virginia National Guard to any unauthorized person, and I will adhere to confidentiality guidelines of the National Guard.

I acknowledge and agree that disclosure of confidential information to entities outside VANG CYP staff, obtained by me in the course of my volunteer status, could result in termination from my volunteer position. Confidential information includes: personal identification information, children, family, medical, and otherwise sensitive information obtained during service as a volunteer or from children and families of VANG Service Members.

_____Initial

VANG Youth Program Media Release

The Virginia National Guard Family Programs Office occasionally uses photographs of events and participants in an official capacity. I, the undersigned, do hereby grant permission to Virginia National Guard Family Programs Office to my image without further permission or payment. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures, newsletters, videos, and digital images such as those on the Virginia National Guard Web site, Army Virtual FRG website and the Virginia National Guard official Facebook pages.

_____Initial

Signature: _____ Date: _____

Release from Volunteer Service

In the event a statutory volunteer does not uphold the established criteria, as outlined in the volunteer agreement and confidentiality forms, the Virginia National Guard Child and Youth Program Coordinators reserve the right to release said volunteer from future service with the Virginia National Guard Child and Youth Program. In an attempt to prevent this from happening, the following procedure must be followed before a statutory volunteer can be released from service:

1. Upon observation of a behavior violating volunteer agreement forms, the Child and Youth Program Coordinator (LCYPC/CYPC) will address the issue with the volunteer as a verbal reminder. This will be done individually and privately.
2. If the inappropriate behavior continues, following the individual verbal reminder from the LCYPC/CYPC, the volunteer will meet with the LCYPC/CYPC and State Family Program Director to discuss the issue(s) and a formal documentation of behavior will be placed in the volunteer's state file.
3. If the behavior continues following the previously mentioned steps, the LCYPC/CYPC and State Family Program Director will meet with the volunteer and officially release them from any further involvement with the Virginia National Guard Child and Youth Program. At the time of dismissal, all expenses for mileage, per diem and lodging incurred by the volunteer will become the responsibility of the volunteer. The Virginia National Guard Services Branch will not provide any monetary reimbursement for expenses.

Volunteers are the key to the success of any program; however, our number one priority is the safety of the Children and Youth we work with. At all times, and in all situations, volunteers must conduct themselves in a manner which is professional, respectful of themselves and others, adheres to the criteria established in the volunteer agreement and confidentiality forms, and is a positive example for those around them.

Signature of Volunteer

Date

I verify all the information provided within this Virginia National Guard Child and Youth Program Volunteer Application packet is accurate as of the date noted below. I also agree to all the regulations and conditions of being a Volunteer for the Virginia National Guard Child and Youth Program.

Signature of Volunteer

Date

Printed Name of Volunteer

Date

Defense Travel System

This information will be used for travel reimbursement for approved events.

PRIVACY ACT AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Social Security Number:	
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<u>Electronic Funds Transfer Data</u> Enter only ONE Account and Routing Number <i>This is a mandatory requirement, funds are disbursed through Direct Deposit only</i>	
Checking or Savings Account	
Name of Financial Institution:	Checking Account Number
	OR
Routing Number:	Savings Account Number: