

The Power  
of the Club



BOYS & GIRLS CLUBS  
OF FRESNO COUNTY



## *Prospective Volunteers*

*Thank you for your interest  
in becoming a volunteer  
at the Boys & Girls Clubs  
of Fresno County.  
We are a private, non-profit  
organization dedicated to molding  
young people into  
productive citizens and leaders.  
We hope you can help.  
Please fill out the enclosed  
application completely.*

**Volunteer Application**  
**540 N. Augusta**  
**Fresno, CA 93701**  
Office: (559) 266-3117  
[www.bgcfresno.org](http://www.bgcfresno.org)

## Volunteer Information

Volunteers at the Boys & Girls Clubs of Fresno County are required to go through our screening process. This process will give you an idea of how the club functions and help us learn a little about you and your reasons for volunteering.

Boys & Girls Clubs of Fresno County serves youth from ages 6 to 18. Since many of them look to our volunteers as role models, you must:

1. **Fill out this volunteer application and other required forms and provide identification. This must be completed at the Administration Office.**
2. Tour the facility with a Club staff person.
3. Meet with the Club Unit Director to determine your schedule availability and commitment to the Club. Be prepared to discuss your areas of interest so that you are assigned to an activity or group where you are comfortable interacting.
4. Understand and follow the sign-in/sign-out procedures and mandated reporting process.

### Office Use Only

#### Volunteers 18+

- Copy of Identification/Driver's License
- Copy of Social Security Card

#### Live Scan

- Cleared  Record

#### Department of Justice

- Cleared  Record

Volunteer Orientation – Date \_\_\_\_\_

Club Location: \_\_\_\_\_

Volunteer Start Date: \_\_\_\_\_

System Entry Date: \_\_\_\_\_

Notes: \_\_\_\_\_

## Volunteer Application

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Email Address \_\_\_\_\_

- Fresno Area Locations: Zimmernan, East Fresno, West Fresno, Pinedale, Clovis
- East County Locations: Selma, Del Rey, Sanger, Reedley, Orange Cove
- West County Locations: Firebaugh, Mendota, Huron (Harris Farms Club)

Have you ever been convicted of a crime? \_\_\_\_\_ Explain \_\_\_\_\_

Availability	M	Tu	W	Th	F	Closed Weekends Saturdays: Open for Special Occasions. Check for availability/Sunday Closed

#### Reason for Volunteering:

- Adult and/or Parent of Club Member
- Court Referred (Community Service)
- High School Student (Under 18 Years)
- College Student or Course Requirement

Other \_\_\_\_\_

Total Number of hours to be completed \_\_\_\_\_

Date hours must be completed \_\_\_\_\_

Other \_\_\_\_\_

I am willing to help in the following areas:  
 \_\_\_\_\_ Arts & Crafts/Music/Digital Arts  
 \_\_\_\_\_ Computer Lab/Technology Program  
 \_\_\_\_\_ Library/Education/Tutoring  
 \_\_\_\_\_ Game Room/Recreation/Activities  
 \_\_\_\_\_ Outdoor/Environmental Education  
 \_\_\_\_\_ Special Events  
 \_\_\_\_\_ Sports Leagues/Recreational Sports  
 \_\_\_\_\_ Healthy Cooking  
 \_\_\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, hereby give my authorization to release any information requested concerning me to the Boys & Girls Clubs of Fresno County. All of the information above is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Full Name: \_\_\_\_\_

## BACKGROUND AUTHORIZATION FORM

\*This information will be used for background screening purposes only and will not be used as hiring/volunteer criteria.

### DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

#### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

**The Boys & Girls Clubs of Fresno County** may obtain information about you for employment and or Volunteer, Community Service purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"),

Verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history  
Conducted by First Advantage. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment and or volunteer service, to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

#### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by First Advantage, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

**Please note:** Nothing contained herein should be construed as legal advice or guidance. Employers should consult their own counsel about their compliance responsibilities under the FCRA and applicable state law. LexisNexis expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided herein.

\*This information will be used for background screening purposes only and will not be used as hiring/volunteer criteria Only.

#### **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

**Boys & Girls Clubs of Fresno County** intends to obtain information about you for employment/volunteer screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be First Advantage. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

**NOTICE REGARDING BACKGROUND INVESTIGATION  
PURSUANT TO CALIFORNIA LAW**

The Boys & Girls Clubs of Fresno County intends to obtain information about you for employment screening, Volunteer, and Community Service purposes from a consumer reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be First Advantage. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.

A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy be sent to a specified addressee by certified mail. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA’s.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity. The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

Last Name	First Name	Middle Name
Other Names/Alias	Email	Phone Number
Social Security Number	Date of Birth	Present Address
City	State                      Zip	Male                      Female
Signature	Date	Driver’s License Number:  State:  <b>OR</b> Passport Number:



# LIVE SCAN FINGERPRINTING NOTARY SERVICES PASSPORT PHOTOS

## HOW DOES LIVE SCAN FINGERPRINTING WORK?

The true identity of an individual can be established through the submission of fingerprints. Live Scan technology replaces the manual process of recording an individual's fingerprint pattern using an inkless electronic process. Live Scan digitizes the fingerprint characteristics that make fingerprints unique and enables the electronic transfer of the fingerprints and personal data to the Department of Justice (DOJ). Once the DOJ receives the fingerprints they process them. Most are processed electronically but the few that are not are forwarded to the DOJ's Applicant Response Unit for analysis.

### ITEMS NEEDED TO BE FINGERPRINTED

1. Request for Live Scan Form BCII 8016
2. Valid Photo ID (Expired ID is not accepted)
  - State Drivers License
  - State Identification Card
  - Passport / Immigration Documentation
3. Submission fees for background check and fingerprint rolling fee (if applicable)

### PAYMENT INFORMATION

Cash, Checks, Visa, Master Card, Discover Card, Money Orders and Business Account Invoicing

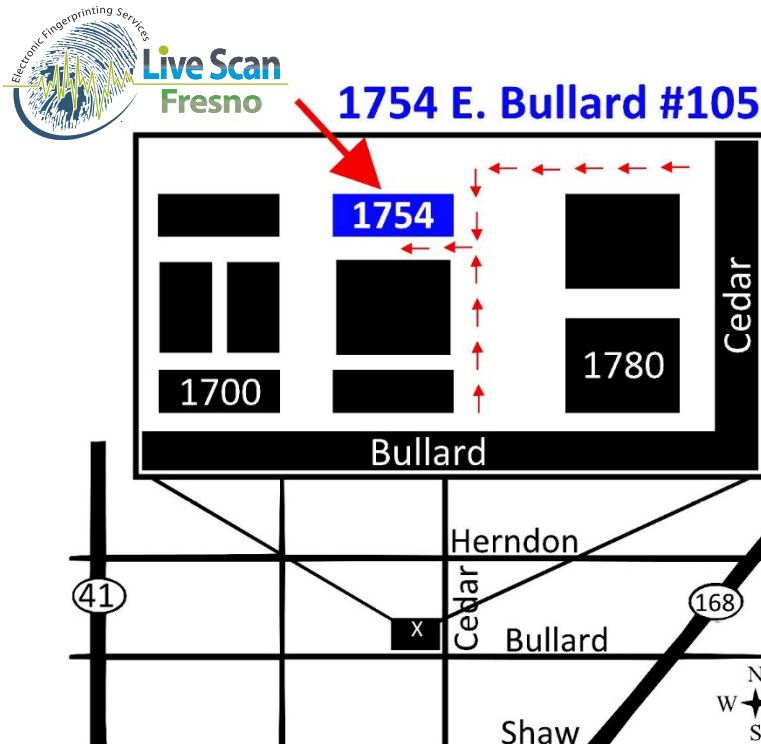
### MOBILE FINGERPRINTING SERVICES

In addition to our office location, we offer mobile fingerprinting services to groups at a time and location convenient for their schedule.



### NO APPOINTMENT NECESSARY

It takes about (10) ten minutes from start to finish. This includes; paperwork, payment and fingerprinting.



## Live Scan Fresno

1754 E. Bullard #105

Fresno, CA 93710

*NW Corner of Cedar and Bullard*

Monday – Friday 9AM – 6PM

Saturday 8AM – 12PM

Closed for lunch weekdays 1PM – 2PM

Fax: (559) 431-8431

Info@LiveScanFresno.com

www.LiveScanFresno.com

**(559) 476-6853**





### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A2456

Employee/Volunteer  
**Volunteer**

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type Of License/Certification/Perm It OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

Boys & Girls Clubs of Fresno County

Agency Authorized to Receive Criminal Record Information

09562

Mail Code (five-digit code assigned by DOJ)

540 N. Augusta

Street Address or P.O. Box

Kristin Rojas

Contact Name (mandatory for all school submissions)

Fresno

CA 93701

(559) 266-3117

Contact Telephone Number

City

State ZIP Code

#### Applicant Information:

Last Name

First Name

Middle Initial

Other Name  
(AKA or Alias) Last

First

Suffix

Date of Birth

Sex  Male  Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number

(Agency Billing Number)

Misc.

Place of Birth (State or Country)

Social Security Number

Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service:



DOJ



FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

#### Employer (Additional response for agencies specified by statute):

Employer Name

09562

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed