

San Marcos Youth Service Bureau

Address: 518 S. Guadalupe, San Marcos, Texas. 78666

Phone: (512) 396-5437, (396-KIDS)

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Contact: Lynette Randolph / Email Address: lynette@ysb.org

Website: www.ysb.org

Volunteer Form (please print)

Personal Information

Name: _____
(Last) (First) (Middle Initial) (Maiden)

Address: _____

City: _____ State: _____ County: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact Person: _____ Phone Number: _____

Personal Interest

Academic subjects you are interested in tutoring:

Please list any special interests, skills or talents you may be willing to share with our youth
For example - art, music, photography, cooking, sports, etc.

Why are you interested in volunteering for our organization?

What experience do you have working with youth if any?

Availability

The after school program takes place on Monday, Tuesday, Wednesday, and Thursday from 4:00 P.M. to 6:30 P.M. Will you be available at these times? Please circle a desired schedule below.

Monday yes no

Tuesday yes no

Wednesday yes no

Thursday yes no

Friday yes no

Occasionally, YSB offers programming on the weekends. Would you be available?

Saturday yes no

Sunday yes no

Referred by: _____

Criminal Background Check

Today's Date: _____ Date of Birth: _____

Drivers License #: _____ State of License #: _____

Yes/ No (please circle) Have you ever been convicted, or pled guilty or no contest to a felony offense?
If so, please explain: _____

I hereby authorize the Youth Service Bureau to conduct any investigation it deems necessary with respect to the information I have supplied above.

I hereby unconditionally release YSB and any informant contacted (whether named or unnamed) from all liability or any damage, whether caused directly or indirectly, from giving or receiving this information.

Signature

Date

Volunteer Checklist

- 1. Count all teens walking into YSB.**
- 2. Do head counts each 15-20 minutes. Know where each teen is located at all times. (SAFETY FIRST)**
- 3. Make sure all teens are signed in.**
- 4. Help prepare snacks!**
- 5. Make sure each teen is either attempting to do homework, reading, journal writing or working on the computer until 5:00 p.m.**
- 6. Do you know what the day's activity is? Know what you are doing. Calendars are located all over the building.**
- 7. Do not get in power struggles with teens.**
- 8. Please Watch Your Language!**
- 9. If an incident happens tell a staff member immediately. Also, if it is a very serious incident you want to recount the factual, non-opinionated information ASAP. Assume each event could be investigated.**
- 10. Communicate...communicate...communicate with staff when working with teens.**
- 11. When program is over please help clean up YSB!**

13 General Volunteer Guidelines

1. Do show up on time. Please call if you can not come.
2. Do Not make promises or commitments to youth that you are unable to keep.
-If you are unable to keep your commitment, please notify the youth as soon as possible.
3. Do Not offer to transport any youth in your personal vehicle.
4. Do be a good listener!
5. Do report any problems that youth are having to the Program Staff.
6. Do express all concerns and questions regarding anything to the Program Staff
7. Do dress appropriately while volunteering, or representing the program.
-Remember, we have teenage boys and girls here. Please be aware of inappropriate messages on tee shirts, etc. that may send unbecoming messages.
-Please no shirts or shorts that overly expose you.
8. Do be careful of physical touch or contact of the youth.
-This has the potential of being misinterpreted and it may be unwanted.
-Please respect ones personal body space.
9. Do report behavior issues, including disrespect to the Program Director or Staff.
-Youths public display of affection is not permitted.
10. Do watch your language, and topics discussed.
-Conversations should be age appropriate.
-No racial remarks will be tolerated.
11. Do be a positive role model in all respects.
12. Do have a wonderful time.
13. Do know we appreciate you being here!

YSB Daily Schedule:

4:00 p.m. - 4:30 p.m. Meet, Greet & Eat.

4:30 p.m. - 5:00 p.m. Homework, Tutoring or
Journal Writing and then
Youth can use Computer Room

5:00 p.m. - 6:00 p.m. Scheduled Event or Program.

6:00 p.m. - 6:15 p.m. Clean Up!

6:15 p.m. - 6:30 p.m. Parents pick up youth!



Confidentiality Statement

Information provided in counseling sessions and during group activities will be held in confidence. However, the courts in the state of Texas do not recognize the right to privileged communication for physicians, psychologists, and other mental health professionals. Therefore, in certain information regarding a participant is formally requested by a court order, our agency has no choice but to provide that information.

Additionally, the staff of the Youth Service Bureau of San Marcos is ethically bound to report any information that would strongly indicate that a participant is dangerous to himself or another person. While occasions such as these seldom arise, it is important that you understand the limits of confidentiality related to services provided by us. According to Texas Law, the staff of the Youth Services Bureau of San Marcos is legally bound to report suspected cases of child abuse or neglect. Confidentiality applies to group members, staff, facilitators, volunteers and parents. There will be a verbal and written agreement between group members, staff, volunteers and facilitators. The only exception is in the case of safety. Facilitators will keep confidential all information that group members share during activities. Group members may share with their parents only what they have shared in-group; they may not discuss things that other persons have shared in-group meetings. Conversations between program facilitators and parents regarding group members will be kept confidential. Group member files will be confidential information and the property of the Youth Services Bureau of San Marcos.

I certify that all of the above information is correct. Additionally, I understand the limits of confidentiality of services offered by the program.

Signature and Date of the Reader

Title of Signer