



**THE  
FOUNDRY**  
Christian Community Center  
**Volunteer Application**

**Personal Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School (if applicable): \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**References**

References must be adults who are not related to the applicant. Please inform your references after completing the application that they may be contacted by The Foundry.

Reference 1 Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Reference 2 Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Church Activity**

Name of the church you currently attend: \_\_\_\_\_ Denomination: \_\_\_\_\_  
Pastor/Youth Pastor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Pastor/Youth Pastor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

List any Christian/community organizations with which you are PRESENTLY associated:

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**Experience, Training, and Areas of Interest**

Please list any skills/interests that you feel would be relevant/applicable/beneficial to volunteering with The Foundry.

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**Why You Want to Serve**

Please give a brief explanation of why you want to serve at The Foundry.

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## Volunteer Job Descriptions

Please indicate the volunteer positions in which you are interested. In the following question, you may indicate how often and at what times you are available.

- After-school Program: 3 to 5 p.m. Tuesday through Thursday. Interact with elementary school-age children, helping with homework and educational activities
- Cafeteria Duty: 11:30 a.m. to 1 p.m. Monday through Thursday and the last Friday of the month. Interacting with pre-school children in the dining area and cleaning the tables after each lunch shift. (No food service)
- Reading to Pre-school Children: 30 minutes during the school day, Monday through Thursday and the last Friday of the month, 9 a.m. to 3 p.m.
- Front Office: 11 a.m. to 3 p.m. Monday-Thursday when school is in session. Monitoring front entrance; interacting with visitors, parents and staff; answering telephone; light office work.
- Translators: Fluent in Spanish to assist with family home visits and parent meetings, as needed throughout the school year.
- Enrichment Activities: One hour per week per volunteer teaching pre-school students about music, art, movement, gardening, nutrition. Monday through Thursday during school day, 9 a.m. to 3 p.m. Times and days are flexible. Commitment can be for one session or one session per week over several week.
- Building and Grounds: As needed for projects such as mowing, landscaping, interior painting.
- Summer Camp: Summer camp for elementary and middle school students meets for four weeks in mid-summer.
- Community Gardens
- Mentoring at Dishman-McGinness Elementary School

## When You Can Serve

Please give us an idea of when and how often you would like to volunteer. For example, would you like to serve for one day each week? One day each month? One week during summer camp? Please be as specific as possible in terms of the days of the week and hours of the day you are available during the school year.

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## Voluntary Disclosure Agreement

If you answer “yes” to any of the questions below, we may discuss this further with you during your connection process. Due to the nature of our work and federal and state licensing requirements, there are some offenses that may preclude service at The Foundry. Potential volunteers are subject to criminal and child abuse and neglect checks and must successfully pass screening in order to serve at The Foundry.

- 1) Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other substance, or has anyone ever suggested that you may have a problem with an addiction? \_\_\_No \_\_\_Yes

If yes, explain \_\_\_\_\_

- 2) Have you ever been arrested, convicted or pleaded guilty of a crime? \_\_\_No \_\_\_Yes

If yes, explain \_\_\_\_\_

- 3) Have you ever been accused, charged, alleged to have or have committed any act of neglecting, abusing, molesting or battering any child or adult? \_\_\_No \_\_\_Yes

If yes, explain \_\_\_\_\_

- 4) Have you ever been treated for psychiatric disorder? \_\_\_No \_\_\_Yes

If yes, explain \_\_\_\_\_

- 5) Is there any circumstance or pattern in your life which would make it inappropriate for you to serve with minors or would compromise the integrity of The Foundry? \_\_\_No \_\_\_Yes

If yes, explain \_\_\_\_\_

The Foundry is required to conduct background checks on all volunteers. I understand that The Foundry has the right to deny volunteerism opportunities based on the screening process and background checks and any other relevant factors deemed important to the safety and well-being of the children in our care.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this application and mail it to The Foundry, 531 W. 11<sup>th</sup> Avenue, Bowling Green, KY 42101. Once we review your application, we will mail applications to you for processing background checks.