



Youth Arts and Enrichment Center

Volunteer- Internship- Practicum Application Packet

CCM volunteers serve youth with interests in artistic expressions. The arts, technology, and education are the three-area focus of our model. CCM volunteers will capture the attention of youth through the arts and technology, and then instill in them the importance of education. This application provides CCM an opportunity to select individuals best suited for roles necessary for furnishing youth with a quality educational experience. Thank you for your interest in sharing your time, talents, and resources with CCM.

Volunteers and the Program

Volunteers are an integral part of CCM continuation. Volunteers allow us to expand our programs and reach more middle and high school students.

The purpose for this volunteer application packet is four-fold:

- To ensure a safe environment for youth involved in our programs.
- To provide documentation of volunteer activities.
- To assist in the selection, tracking, and placement of volunteers.
- To develop volunteer competencies through continuing education activities.

Civil Rights

CCM programs provide opportunities for all citizens, without discrimination on the basis of race, color, national origin, gender, age, or disability in any of its policies, practices, or procedures.

The Mission of CCM

The mission of CCM is reaching youth through what they **WANT** to learn, teaching youth what they **NEED** to learn.

The Vision of CCM

A complete arts and multi-media audio/video production facility, which trains youth with skills that develop their artistic gifts while preparing them to *succeed* in a *competitive* job market as adults. Through our arts and enrichment program, youth will:

- Write, film, edit, and produce short movies.
- Write, direct, and produce theatrical plays
- Write, record, mix, and master audio recordings needed for jingles and movie soundtracks.

- Be effective in all behind the scenes equipment necessary for live performances i.e. stage lighting and soundboard.
- Learn and perfect musical instruments i.e. voice, guitar, piano etc.
- Transition into an internship program with surrounding recording studios, television, and radio stations.
- Receive college scholarships.
- Become entrepreneurs using their experience as their product.
- Increased achievement in math, reading, and other academic subjects.
- Enhanced reading ability and motivation, and greater self-confidence in reading.
- Improved school attendance and reduced drop-out rate.
- Completion of more and better-quality homework.
- Reduced in-grade retention and placement in special education.

Application Process

If you are interested in working with CCM this application must be completed. Our volunteers may recruit potential volunteers; however, the CCM staff in cooperation with the volunteer team must approve all volunteers.

To become a volunteer in the CCM Program, a person is required to:

1. Complete a Volunteer Application and criminal background check. The application is designed to be an aid for gathering information. Information will be verified in those instances where a legitimate question arises as to the applicant's qualification.
2. Application approved or denied will receive written verification of application status.
3. Attend an orientation session.
4. Review and sign the appropriate Volunteer Agreement Form.

Once steps 1-4 are completed you are recognized as a "certified" CCM volunteer. This application is to be completed only once during a volunteer term of service. Only in the event of a 3-year break in service will the individual repeat the certification process.



Youth Arts and Enrichment Center Volunteer- Internship- Practicum Application Packet

The information obtained in this application is only for internal use by Campus Club Milledgeville program.					
Date of Application		Date Application Returned		Date Application Reviewed	
Full Legal Name					
Home Phone	Work Phone	Cell Phone	Email Address:		
Number of years at current address	Street Address		City	State	Zip
List Residential Address(s) over the past 5 years					
1.					
2.					
3.					
4.					
5.					
Are you at least 18 years old?				Yes	No
Can you provide your own transportation				Yes	No
Do you use illegal drugs? (If yes, explain.)				Yes	No
Have you ever been convicted of a crime; a criminal traffic offense, other than a minor traffic offense? (If yes, explain.)				Yes	No
Have you ever been convicted of child neglect or abuse? (If yes, explain.)				Yes	No
Has your driver's license ever been suspended or revoked? (If yes, explain.)				Yes	No
Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? (if yes, explain.)				Yes	No
Occupation		Employers Address		Number of Years with current employer:	
Employers Name				Employer's Phone:	



Youth Arts and Enrichment Center

Volunteer- Internship- Practicum Application Packet

Below indicate interest and/or skills you would be willing to share:

%Event/Fundraiser Planning & Assistance

We are looking for passionate and motivated grant writers and or fundraisers. These positions are very important in obtaining grants and funding from various state and federal governments, corporations, foundations, international organizations, private individuals and others, for CCM to accomplish its much needed and enviable mission.

%Language Interpreters/Translators

Give the gift of sign and time. We are seeking Spanish translators and translators for the hearing impaired.

%Office Help

Organize paperwork to keep track of youth participation. Make copies, pass out, and collect progress reports, flyers, permission slips, and other forms. Keep a record of which students should be present daily and track down those who are not.

%Youth Advisor

Youth Leaders will check in with teachers, parents, mentors, counselors, etc. to monitor academic performance. You are responsible for collecting and organizing homework assignments, report cards, and progress reports. You will help ensure that youth are fulfilling their attendance and participation requirements at school. You will administer quarterly reports with each youth, and report regularly on all youth. Design interventions to address individual needs.

%Lead Coordinators

Lead coordinators ensure program rules are being followed. Maintain a safe environment, emotionally and physically, for all youth. Mediate conflicts between individuals.

%Cooks and Servers

Plan and prepare a healthy snack and dinner each day. Post a snack/dinner menu and purchase the needed items, staying within budget. Prepare and serve snacks/dinners with juice/milk/water. Keep track of the snack and dinner budget and report to program coordinator monthly. Maintain the kitchen/snack area. Clean up after dinner daily and put all dishes away. Fill and empty the dishwasher as needed. Keep the refrigerator tidy and organized. Empty trashcans as needed and bring large garbage cans inside after trash collection.

%Volunteer Coordination

Assist in recruitment and screening of CCM volunteers. Track volunteer hours and periodically evaluate volunteer performance. Conduct regularly scheduled meetings with volunteers, providing on-going training and support. Provide or arrange space for volunteer trainings, counseling clients, and record keeping.

%Professional Services

Instructors needed for:

- Woodwinds, brass, strings, percussion, piano, voice, guitar, and dance
- Photography
- Graphic Art
- Digital Art
- Visual Art
- Creative Writers
- Video production, cinematography, short filmmaking, audio field production, audio postproduction
- Theatre and Drama
- Web Designers

%Public Speaking/Advocacy & Promotion

If you love giving a good speech, then you could spread the word about our work at community events and meetings. We are looking for PR and/or marketing volunteers with skills in marketing, media relations including pitching, writing and proven relationships with the media.



Youth Arts and Enrichment Center Volunteer- Internship- Practicum Application Packet

List the qualifications and skills that you bring to this organization.

Relevant Volunteer Experience:

Organization	Position/Major Responsibility	Dates of service (yy/mm)	
		From:	To:
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Youth Experience:

Position	Major Responsibility	Dates of service (yy/mm)	
		From:	To:
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Employment/Training Background:

Employer/School	Position/Major Responsibility	Dates of service (yy/mm)	
		From:	To:
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Do you have any medical conditions physical or emotional that should be taken into consideration in arranging volunteer assignments? % YES % NO If yes, please explain:

Emergency Contact Information

In case of Emergency Please Contact: _____ Phone: () _____ - _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	<hr/>
Signature	<hr/>
Date	<hr/>



Youth Arts and Enrichment Center Volunteer- Internship- Practicum Application Packet

Reference Check Permission Form

I _____ give Campus Club Milledgeville permission to contact the references listed below to discuss my suitability as a CCM volunteer.

Signature: _____

Date: _____

Do not list relatives.

Reference One

Name: _____
first initial last

Address: _____
number street Apt No., Unit No., P.O Box

City/Town Postal Code:

Phone: _____ Fax: _____ Email: _____

Best time to call? *% a.m. % p.m.* **Cell #:** _____

Relationship to the candidate: _____ Length of relationship: _____

Reference Two

Name: _____
first initial last

Address: _____
number street Apt No., Unit No., P.O Box

City/Town Postal Code:

Phone: _____ Fax: _____ Email: _____

Best time to call? *% a.m. % p.m.* **Cell #:** _____

Relationship to the candidate: _____ Length of relationship: _____

Reference Three

Name: _____
first initial last

Address: _____
number street Apt No., Unit No., P.O Box

City/Town Postal Code:

Phone: _____ Fax: _____ Email: _____

Best time to call? *% a.m. % p.m.* **Cell #:** _____

Relationship to the candidate: _____ Length of relationship: _____



Youth Arts and Enrichment Center Volunteer- Internship- Practicum Application Packet

Agreement for Individual Services

This Agreement is made, by and between Campus Club Milledgeville and _____ hereinafter referred to as the “Volunteer.”

This Agreement shall apply to persons voluntarily performing non-compensated services for the Campus Club Milledgeville

In consideration of Campus Club Milledgeville giving me permission to perform these volunteer services, I understand that: **(Please initial the following)**

- I am not to appear for volunteer service under the influence of any illegal drugs or alcohol. The Volunteer agrees to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications which may impair the ability to perform volunteer duties.

- I am not to have child(ren) with me, during my volunteer activities, that are under 12 years of age. If I do bring with me any child(ren) under 12 years of age (which is a violation of this agreement), I understand I will be held solely liable, and assume all risk of liability, for my child(ren)'s actions and agree to hold CCM from any and all such related claims against CCM.

- I will abide by all CCM's policy regarding personal conduct while performing volunteer services.

- I agree not to go beyond the scope of volunteer work agreed to without authorization.

- I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.

- Background Checks: I consent to CCM performing a background check into my history in and waive my right of privacy I may have in such information for the limited purpose of CCM considering it for determining my suitability as a volunteer.

- Termination: I understand that I or CCM may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

- Waiver and Hold Harmless: I hereby assume all risk of injury, damage and harm to myself arising from such activities at CCM or use of CCM's facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless CCM, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

This agreement will be in effect for the durations of my volunteer services beginning this date. Dates this _____ day of _____, 20_____.

By: _____
Campus Director

Volunteer's Signature



Youth Arts and Enrichment Center Volunteer- Internship- Practicum Application Packet

Photographs and Video Consent, Waiver, Indemnity and Release (Long Form)

Photographs, Videos and Recordings

I hereby grant permission to Campus Club Milledgeville and its representatives to take photographs or videos of me and to make recordings of my voice at any Campus Club Milledgeville event/program.

First and Last Name (Printed) _____

E-mail _____ Phone _____

Parent/Guardian Name (if under age 18) _____

Date _____

I further grant to Campus Club Milledgeville and its representatives the right to reproduce, use, exhibit, display, broadcast and distribute and create derivative works of these images and recordings in any media now known or later developed as well as my name for promoting, publicizing or explaining Campus Club Milledgeville and its activities and for administrative, educational or research purposes. I acknowledge that Campus Club Milledgeville owns all rights to the images and recordings.

Waiver, Indemnity and Release

I hereby waive any right to inspect or approve the use of the images or recordings or of any written copy. I further waive all moral rights. I also waive any right to royalties or other compensation arising from or related to the use of the images, recordings, or materials.

I hereby release, defend, indemnify and hold harmless Campus Club Milledgeville, its Board of Governors, officers, employees or agents from and against any claims, damages or liability arising from or related to the use of the images, recordings or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name. I have read this document before signing below, and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release. This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

Signature (if age 18 or older) Date

Signature of Parent/Guardian (if under age 18) Date

Signature of Witness Date



Youth Arts and Enrichment Center Application Packet

BLANK PAGE



Youth Arts and Enrichment Center Application Packet

Background Investigation Questionnaire

Confidential

I understand that this form will be kept separately from my application and that the information regarding my date of birth, place of birth and listed physical characteristics will not be available to the public. I further understand that any volunteering decision will be made based on my qualifications, employment record and police record as related to the requirements of the position for which I am being considered.

NAME _____
Last First Middle

Other names used: (Maiden name, names by former marriages, former names changed legally or otherwise: Aliases, nicknames, etc. Specify which and show dated used) _____

DRIVERS LICENSE # _____ **SOCIAL SECURITY #** _____

ADDRESS _____ **PHONE** _____
Number Street

City State Zip

DOB _____ **PLACE OF BIRTH** _____ **SEX** _____ **RACE** _____

HEIGHT _____ **WEIGHT** _____ **EYE COLOR** _____ **HAIR COLOR** _____

Have you ever been arrested by Federal, State or other law enforcement authorities for any violation of any federal law, state law, county or municipal law, regulation or ordinance? (Do not include anything that happened before your 17th birthday.

Do not include minor traffic violations for which a fine of \$ 35.00 or less was imposed. All other arrests must be included even if they were pardoned) **YES** _____ **NO** _____

List all arrests to include date, location and agency involved _____

I hereby authorize _____ to receive any criminal history record information pertaining to me, which may be in the files of any local, state or federal agency. I hereby release Campus Club Milledgeville and their employees and agents from any and all liability arising from this authorization for the subsequent review of the information disclosed pursuant to this authorization.

FULL NAME PRINTED

LEGAL SIGNATURE