VOLUNTEER PACKET

...serving the community since 1860

Mission Statement: The Friars Club, a Franciscan ministry, develops valuable life skills in our youth through sports, education, and leadership programming to enrich their lives and our community.

4300 Vine Street
Cincinnati, OH 45217
(513) 488-8777

www.friarsclubinc.org
Facebook: Cincinnati Friars Club
Twitter: @FriarsClubCincy
Instagram: @Friars_Club_Cincy
VOLUNTEER CHECKLIST

☐ CHILD PROTECTION PROGRAM (VIRTUS – must be completed before working with any children)

☐ BACKGROUND CHECK (for those over 18 – can be completed in our office for no cost)

☐ INTERVIEW WITH A STAFF MEMBER

☐ REVIEW HANDOUTS

☐ MEET THE EXECUTIVE DIRECTOR

☐ PROVIDE A CHARACTER REFERENCE (letter, phone number, or email)

☐ COMPLETE THE ENCLOSED VOLUNTEER INFORMATION SHEET

☐ PROVIDE A COPY OF DRIVERS LICENSE OR STATE ID

☐ PROVIDE A COPY OF AUTO INSURANCE (if licensed driver)

☐ SIGN ENCLOSED JOB DESCRIPTION
VOLUNTEER JOB DESCRIPTION

Name __________________________________________ Date___________________

Job Title ________________________ Reports To _________________________

Qualifications
1. Mature individual with a positive value system
2. Interest in youth and sports
3. Ability to communicate well with children
4. Good role model
5. No felony convictions
6. Positive driving record
   a. Insurable (if applicable)

Responsibilities
1. Help supervise and assist children in various recreational, athletic, and academic activities
2. Be on time for all scheduled assignments
3. Notify an appropriate staff member of any schedule changes
4. Enforce appropriate discipline in line with program guidelines. Hands-off policy! No profanity!
5. Conduct self as positive role model at all times
6. Do not do any fundraising or solicit money from anyone in our name without written permission
7. Do not drive any Friars participants anywhere without a current license, insurance form on file, and favorable driving record. While driving children, I will always have another adult present
8. Do not engage in any activities outside of Friars with a Friars participant without knowledge and permission from Friars
9. Know and follow the core values of the program: Respect, Responsibility, Leadership, and good Sportsmanship
10. Fulfill any other appropriate tasks as assigned by Program Director

I hereby acknowledge that I have read the above job description. I am aware of my duties and agree to perform them to the best of my abilities. I agree that if I do not have a valid driver’s license, current auto insurance and/or a favorable driving record, I will not transport any Friars kids in any vehicle for any reason whatsoever. I am aware that if I have or acquire a criminal record, I will disclose to Friars Club immediately.

Print Name ____________________________________________________________

Signature ___________________________ Date _____________

Supervisor Signature ___________________________ Date _____________
VOLUNTEER INFORMATION SHEET

Name ___________________________________________ Phone # ________________

Address __________________________________________ Zip ______________________

Email __________________________________________

Employer _________________________ Phone # ___________ How long there? __________

Previous Employer _________________________ Phone # ___________ How long there? ____

High School ________________________________ Date Graduated ______________

College ________________________________ Date Graduated ______________

Have you ever been convicted of a crime? ______ Yes ______ No

If yes, please explain in detail (where, when, what, your age at the time, how long ago, final charges, results):
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Experience working with children:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

What is your value system philosophy?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

What are your strengths?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

What are your weaknesses?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Why do you want to volunteer at Friars Club?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
FRIARS PROGRAM VALUES:

- Respect
- Responsibility
- Good Sportsmanship
- Leadership

RESPECT

➢ Treat others the way you wish to be treated
➢ No profanity
➢ Be constructive – not destructive – with your language
➢ Do not verbally abuse children with comments. Use positive and encouraging words like “good try,” “that’s better,” “keep trying,” “good job,” etc.
➢ Hands-off policy

RESPONSIBILITY

➢ Be on time
➢ Call coordinator if you will be late or absent
➢ Dress appropriately for working around children
➢ Make sure you fill out all required paperwork
➢ Take the VIRTUS training and get a background check before you work with children

GOOD SPORTSMANSHIP

➢ Be respectful
➢ Address children when they don’t follow Friars values

LEADERSHIP

➢ Be a role model for kids
➢ Always set a good example
➢ Address negative behaviors by kids

Friars Executive Director – Annie Timmons 513-488-8778 atimmons@friarsclubinc.org

Friars Program Director – Parrish Ozias 488-8781 pozias@friarsclubinc.org
CHILD PROTECTION CLASS (VIRTUS)

Visit the site below to see all classes offered.

YOU CANNOT WORK WITH ANY CHILDREN UNTIL YOU TAKE VIRTUS & COMPLETE BACKGROUND CHECK.

www.virtusonline.org

-First Time Registrant
-View a List of Sessions
-Use Drop Down Box and choose “Cincinnati Archdiocese”
-Click “Select”
-A list of all the places you can take VIRTUS will appear
-Select and register for one class – it is free
-After you earn a VIRTUS certificate, return toFriars to complete background check

Any questions, please contact us at:

Friars Club
4300 Vine Street
Cincinnati, OH 45217
513-488-8781 ext. 102 (Parrish Ozias, Program Director)
pozias@friarsclubinc.org

Friars Volunteer Background Checks

Background checks are free for you. Friars will pay this on your behalf.

Talk to the Executive Director if you have anything on your record. This will determine if you are eligible to volunteer.

Background checks can be done here at Friars on our computers.
Friars Club Code of Conduct for Coaches

The goal of Friars Club is to develop valuable life skills in our youth through sports, education and leadership programming to enrich their lives and our community. The adherence to the Friars’ values is a requirement of all parents and players participating in Friars Club events. Friars’ values of **Respect, Responsibility, Leadership, and Good Sportsmanship** are emphasized in all aspects of the Friars Club program.

Friars Club accepts responsibility for the behavior of its members. Disciplinary action may be taken against any individual, parent, player, coach, referee or visitor who fails to comply with the values of this organization.

**COACH’S CODE OF CONDUCT**

1. I will arrive to the game no later than a half-hour prior to the game’s start.
2. Sports and games belong to the players. I will place the emotional and physical well-being of the players ahead of my personal desire to win.
3. I will do my best to make this a FUN learning experience for every player.
4. I pledge to provide POSITIVE support, care and encouragement for all the athletes of the Friars Club by adhering to Friars’ values. I will set a good example for the participants.
5. I will instill notions of fair play and good sportsmanship by demonstrating positive support for ALL players, parents and officials at every game, practice or other Friars Club related event.
6. I will applaud the good plays of both teams. I will NEVER engage in booing or taunting. I will ensure that my players don’t engage in these behaviors.
7. I will never swear, use profanity, make obscene gestures, or engage in any inappropriate behavior or conduct at any time.
8. I will communicate respectfully and support the players in order to encourage a positive and enjoyable experience FOR ALL.
9. **I WILL REFRAIN FROM NEGATIVELY YELLING AT THE PLAYERS** during practices or games. If I yell at the players, I will follow it with positive encouragement at the next opportunity.
10. I will keep a HANDS-OFF POLICY. I will not pull, push, touch, or pick up any player.
11. I will make every attempt to have my players attend every game and practice on time. As a team leader, I must be fully committed to the team. I will communicate immediately when there is a reason for absence or lateness.
12. I will make sure that my players are dressed appropriately for both games and practice.
13. I will treat all players, officials, parents, and spectators with dignity and respect in language, attitude, behavior and mannerisms.
14. I will insist that my assistant coaches and players treats other players, coaches, spectators, parents and officials with respect in language, attitude and mannerisms.
15. **I WILL LEAD BY EXAMPLE, BEING A POSITIVE ROLE MODEL AND SHOWING GOOD LEADERSHIP SKILLS.**
16. I will not drive any player without permission. I must have a license and proof of insurance on file at Friars Club.
17. I will not organize any outside activities or fundraisers without Friars Club permission.

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<thead>
<tr>
<th>Coach’s Name</th>
<th>Coach’s Signature &amp; Date</th>
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<td>Team Name</td>
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Friars Club Tutoring Volunteer Information Sheet

Name:_____________________________________ Phone:_____________________________________

Email:___________________________________________________________

Address:________________________________________ Zip:_____________________

High School Student:   Yes    No        Grade:______   College Student:    Yes    No   Class. _____

Name Of School: ___________________________________ Date of Birth: ________________

What are the subjects that you feel comfortable helping a younger student with?

_____________________________________________________________________________
_____________________________________________________________________________

Are you comfortable helping someone the same age or older? (Mostly with English)?  Yes    No

What other interest do you have? _________________________

_____________________________________________________________________________
_____________________________________________________________________________

Emergency Contact Information

Name:_____________________________________ Phone:_____________________________________

Relationship to you: ___________________________

Name:_____________________________________ Phone:_____________________________________

Relationship to you: ___________________________

Please provide us with a copy of your Drivers License or School I.D.

Thank you for volunteering with the Friars Club