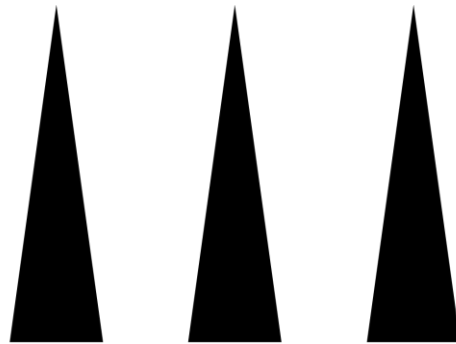


# TGR LEARNING LAB

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Volunteer Information and Application



**TGR FOUNDATION**

A TIGER WOODS CHARITY

## HOURS OF OPERATION

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### **Office Hours:**

Monday through Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.
Sunday	Closed

### **Program Hours:**

Day Program (Grade 5)	M-F	9:00 a.m. – 2:00 p.m.
Expanded Learning Program (Grades 7-8)	M-Th	2:30 p.m. – 6:00 p.m.
Expanded Learning Program (Grades 9-12)	M-Th	2:30 p.m. – 6:00 p.m.
Golf Program	M-F Sat.	2:30 p.m. – 4:00 p.m. 9:00 a.m. – 4:00 p.m.

## INTRODUCTION

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The following guidelines are to assist potential volunteers in understanding what behavior is expected while performing within the scope of a TGR Learning Lab. TGR Learning Lab volunteers are considered role models and must abide by all TGR Learning Lab policies.

### **A TGR Learning Lab Volunteer must:**

1. Be at least 16 years of age.
2. Complete a *Volunteer Application*.
3. Complete a screening process, by authorizing the TGR Learning Lab to do background checks, reference checks, and interview.
4. Make a time commitment of at least three months and a minimum of five hours per week.
5. Attend TGR Learning Lab volunteer orientation.
6. Participate in required volunteer trainings.
7. Sign the Confidentiality and Proprietary Agreement and Volunteer Agreement and agree to follow the Volunteer Code of Conduct.

# SCREENING PROCESS

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## **Interview**

Long-term volunteers working directly with students are required to interview with the Volunteer Coordinator or Vice President.

1. The Volunteer Coordinator will contact the volunteer to schedule an appointment.
2. The interview will last approximately 30 minutes.
3. Volunteers working on one-time individual or group projects need not be interviewed so long as they will under no circumstances have unsupervised access to students or valuables.

## **Reference Checks**

All volunteers are required to submit personal and professional references to be eligible for service.

1. Volunteer will indicate one personal reference on the *Volunteer Application*.
2. Volunteer will indicate two professional references on the *Volunteer Application*.
3. References must be checked and cleared prior to the start of volunteer service.
4. TGR Learning Lab will document reference checks and will be maintained in the volunteer's file.

## **Background Checks**

All volunteers must authorize the TGR Learning Lab to do a thorough background check which involves searching DMV and State Sexual Offender databases.

1. Volunteer fills out "Release and Authorization" and "Disclosure and Authorization to Obtain Information" forms and signs them. Data requested will include a Social Security Number, Date of Birth, DMV License Number and proof of US residence.
2. TGR Learning Lab requests clearance from state and federal Screening Services.
3. Once the TGR Learning Lab obtains confirmation that the volunteer has cleared the background checks, the individual is eligible to volunteer.
4. Any individual who has been convicted of a crime, other than a minor traffic offense must submit a detailed explanation on the *Volunteer Application Supplement*. A conviction will not necessarily disqualify the individual for the volunteer position.
5. Before starting the volunteer signs off on "Confidentiality and Proprietary" agreement along with "Volunteer Code of Conduct Agreement".

# **VOLUNTEER POSITION DESCRIPTIONS**

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## ***Classroom Volunteer***

This position involves working with TGR Learning Lab staff to support our day program and/or tutoring participants in grades 7-12 during the expanded learning. Expanded Learning volunteers are welcome to apply in the following areas: math, science, technology, writing and art. In addition, volunteers may support staff with day and expanded learning program hands on activities in a classroom setting. Volunteers may also be asked to supervise special events and activities under the direction of TGR Learning Lab staff.

## ***Recreational Volunteer***

TGR Learning Lab recreational volunteers will help support staff in the organization and delivery of an integrated recreation program. This may involve monitoring the recreation time during the day program, or monitoring students during golf instruction. Volunteers may also help supervise other events and activities for students under direction of Golf and Recreation staff.

## ***Internship***

TGR Learning Lab provides opportunities for high school and college students to intern in a variety of positions. Internships are developed and determined by the Vice President. Please contact the TGR Learning Lab to inquire as to whether internships are available.

## ***Office/Clerical Volunteer***

The Office/Clerical volunteer will help TGR Learning Lab staff with a variety of administrative duties. Such duties may include the following: telephone support, data entry, typing, filing, organizing, and general administrative support. Volunteers may also be asked to supervise events and activities under the direction of TGR Learning Lab staff.

## ***Technology Volunteer***

TGR Learning Lab technology volunteers are needed to help staff supervise and provide minor technical support.

*This application does not discriminate in securing volunteers on the basis of race, color, religious creed, national origin, sex, or ancestry; or on the basis of age against persons whose age is over 40 or on the basis of handicap or disability and any other characteristic required by law. No question on this form is intended to secure information to be used for such discrimination.*

**For Office Use Only:**

- Application    Interview  
 Background Check

Orientation Date: \_\_\_\_\_

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



**TGR LEARNING LAB**  
**VOLUNTEER APPLICATION**

***Position Applying For***

Please check the position(s) you would be most interested in. You may choose more than one:

- Classroom Volunteer    Recreation Volunteer    Internship  
 Office/Administration    Technology Volunteer

***Personal Information***

First and Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contact First and Last Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a student?    Yes    No   If yes,    High School    College

School: \_\_\_\_\_

Are you volunteering as part of a class/school requirement?    Yes    No

If yes, please explain: \_\_\_\_\_

Where did you learn about the TGR Foundation/TGR Learning Lab?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any experience working with youth or volunteering? If so, where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Skills and Interests**

Please list any skills/strengths you have or other activities you are interested in.

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Are you bilingual?  Yes  No If yes, what language(s)? \_\_\_\_\_

Please indicate what programs at the TGR Learning Lab interest you.

Day Program  Afternoon Program  TGR Learning Lab Golf Program

Please indicate the grade level of students you would like to work with.

Elementary (5-6)  Middle (7-8)  High (9-12)

**Volunteer Schedule**

**A minimum commitment of 5 hours per week is desirable.**

Please indicate the day(s) and time(s) you would like to volunteer by writing the hours below:

Day: 9:00 AM – 2:00 PM | Afternoon: 3:00 AM – 6:00 PM | Saturday: 9:00 AM – 4:00 PM

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**References**

To provide a safe and positive environment for the children at TGR Learning Lab, it is important to obtain adequate information from each applicant. Please answer the following questions to assist in this process. Any information you provide will be made confidential.

Have you ever been arrested for a criminal offense, excluding minor traffic violations?  Yes  No

Have you ever been accused, arrested or convicted for any sexually-related crimes?  Yes  No

Have you ever been accused, arrested or convicted for any substance abuse-related crimes?

Yes  No

If you answered **YES** to any of the previous questions, please explain.

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Please give the name and phone number of three current references, one personal (excluding relatives) and two professional references who would be able to provide information related to employment, volunteer work, and personal history.

Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name/Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Applicant Statement**

I authorize investigation of all statements contained in this application form if I am to be considered as a volunteer, and hereby authorize all references to give any and all information regarding my employment or scholastic standing together with any personal information, that may not be on their records. I understand that misrepresentation or omission of the facts called for hereon, or receipt of unsatisfactory references will be sufficient cause for dismissal from the company's services as a volunteer. I further understand that if I volunteer, my position will be at will and either of us may terminate our work relationship at any time.

I also agree to indemnify and hold harmless TGR Learning Lab, its partners, their boards and commissions and their officers, agents, and employees from and against all claims, loss or liability of any kind or nature for any possible injury incurred during volunteer service.

I also have no objection to being included in any picture taken at the TGR Learning Lab site or other programs of TGR Learning Lab that might be used for the purpose of interpreting the program or for publicity.

I acknowledge that I have read and understand the above statements and that I voluntarily sign this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If applicant is under the age of 18, a parent/guardian signature is required.***

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SEND APPLICATION TO:**  
TGR Learning Lab  
Attn: Hope Enyart, Volunteer Coordinator  
One Tiger Woods Way, Anaheim, CA 92801  
P. 714.765.8040 F. 714.765.8059 E. [henyart@tgrfoundation.org](mailto:henyart@tgrfoundation.org)  
[www.tgrfoundation.org](http://www.tgrfoundation.org)