



Empower a Youth. Inspire the Future

For agency use only:

Govt. ID: \_\_\_\_\_

DMV Lic.: \_\_\_\_\_

Auto Ins.: \_\_\_\_\_

CB  SB  SB+  HS Big

## VOLUNTEER APPLICATION

### WELCOME TO MAÑELU!

**Thank you** for your interest in making a difference in the life of a child. As a mentor, you will be matched with a child who most likely is from a single-parent family. These children are in need of a positive, consistent adult relationship. Once the match is made, you will have regularly scheduled one on one visits with your mentee as the two of you develop what we hope is a lifelong friendship. The program offers training and guidance by professional caseworkers to help direct the development of your relationship.

## PROGRAMS

**Community Based Mentoring** matches meet with their mentees at least 4-8 hours per month. What you do and how you do it is entirely up to you and your mentee as long as the activity is safe, approved by the parent, and follows our program guidelines. It is very important that community volunteers are punctual and dependable – showing up late or canceling can be heartbreaking for a child who has been waiting excitedly for their next visit.

**Site Based Mentoring** matches meet with their mentees each week at the designated site which can be a school or a community we work. The one-to-one match activity takes place on school grounds or at the site, usually during the child's lunch period or after school. Mañe'lu staff is on hand to monitor the activities and provide case-management support. High school students are welcome to apply as Site Based Mentors.

## REQUIREMENTS

Our Community Based Mentors must:

- Be at Least 21 years old;
- Have reliable transportation;
- Provide a copy of Auto Insurance
- Provide a copy of Drivers License
- Be available for a minimum of a six-month commitment;
- Know how to have fun!!!

Our Site Based Mentors must:

- Be at Least 16 years old
- Have reliable transportation to the site;
- Be available for a minimum of a six-month commitment;
- Know how to have fun!!!

### BECOMING A MENTOR

Applying to our program is as easy as 1-2-3! Although we complete a comprehensive background screening, we have streamlined our processes to avoid unnecessary delays. If you are ready to make a difference in the life of a child, all you have to do is:

1. Complete an **Application Packet**, providing complete reference information; and
2. Attend an **Orientation Interview** at the Mañe'lu office.
3. Wait to be approved and matched with your Mentee.

Thanks again for your interest in Mañe'lu. Please call 472-2227 or email us at [mentoring@manelu.org](mailto:mentoring@manelu.org) with any further questions.

## WELCOME TO MAÑE'LU!

Please submit completed application via email to [mentoring@manelu.org](mailto:mentoring@manelu.org), hand deliver to our office at 160 CHålan Kanton Tasi, Rte. 4 in CHålan Pågo (2<sup>nd</sup> floor of Shell gas station), or mail to P.O. Box 3131 Hagåtña, GU 96932.

You will also be required to submit a copy of your driver's license and proof of auto insurance if you plan to transport a mentee in our Community Based Mentoring program.

### GENERAL INFORMATION

First Name:	Middle Name:	Last Name:	Preferred Name:	
Home Phone #:	Work Phone #:	Cell Phone #:	Is it okay to text you? <input type="checkbox"/> Yes <input type="checkbox"/> No Cell phone Provider:	
Home Address:	City:	State:	Country:	Zip:
Mailing Address:	City:	State:	Country:	Zip:
Personal E-mail:	Work E-mail:	How do you prefer to be contacted? (Phone, e-mail, time of day, etc.)		
Social Security Number:	Gender:	Marital Status:		
Date of Birth:		If applicable, maiden name:		
Race/Ethnicity:				
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Other <input type="checkbox"/> Asian <input type="checkbox"/> Multi-race (check all that apply) <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> <input type="checkbox"/> White <input type="checkbox"/> <input type="checkbox"/> Other				
Nationality/Country of Origin:				
Occupation:	How Long Employed?	Work Hours?		
Highest Level of Education:	Are you a student at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Area of Study:	If yes, please name school:			
Do you have current or past military experience? <input type="checkbox"/> Yes <input type="checkbox"/> No			Dates of Service:	
Branch: <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> Coast Guard				
Component: <input type="checkbox"/> Active <input type="checkbox"/> National Guard <input type="checkbox"/> Reserve			Are you retired? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you separated/discharged (other than retired)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If retired, separated, or discharged, please check the character of separation/discharge:				
<input type="checkbox"/> Honorable <input type="checkbox"/> General (under honorable conditions) <input type="checkbox"/> Under Other than Honorable Conditions <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable				

**Possession of a driver's license is required if you will be transporting a program youth in any vehicle you are operating.**



Do you have a current and valid driver's license?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state of issue: Driver's License #:  Expiration date:	Do you have a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have valid insurance that meets or exceeds state required minimum? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you previously applied to be or served as a mentor here or anywhere else?  Yes    No  
 If yes, when and where?

Have you ever been involved with a mentoring program in a capacity other than a mentor?  Yes    No  
 If yes, when and where?

Have you ever been involved with or volunteered for another youth organization?  Yes    No  
 If yes, when and where?

Have you ever been denied acceptance or released from service as a volunteer or employee for another mentoring program or youth-serving organization?  Yes    No  
 If yes, when and where?

Are you interested in learning about additional ways to contribute to the Mañe'lu mission?  Yes    No  
 If yes, please check all interests that apply.

- Becoming a donor
- Helping to recruit volunteers
- Volunteering at agency events for matches, mentees, waiting-list children, etc.
- Volunteering at agency fundraising events
- Inviting Mañe'lu to speak at a company, church, organization, or other group of which I am a member

**REFERENCE INFORMATION**

Please list information for at least three references below including:

1. Your spouse or domestic partner (i.e., if you live with a significant other/ girlfriend/boyfriend) OR a family member, if you do not have a spouse, partner, or significant other);
2. Current or former employer or co-worker you have known for at least one year, or someone from your school if you are a student; AND
3. A friend or neighbor you have known for at least two years.

<b>Spouse/Partner's name:</b>		<b>Family member name (if no spouse/partner):</b>		
Address:		City:	State:	Zip:
Day Phone #:	Cell #:	Email:		
<b>Employer or Co-worker (current or past) or school personnel (if you are a student):</b>				
Address:		City:	State:	Zip:
Day Phone #:	Cell #:	Email:		
<b>Friend, Neighbor, or other personal reference:</b>				
Address:		City:	State:	Zip:
Day Phone #:	Cell #:	Email:		



*In addition to the references above, Mañe'lu requires references from all youth serving organizations at which you have worked or volunteered in the past. Please list additional on separate page, if needed.*

Organization name:		Direct supervisor:		
Address:		City:	State:	Zip:
Day Phone #:	Cell #:	Email:		
Dates of involvement/employment:				
Reason for leaving:				
Organization name:		Direct supervisor:		
Address:		City:	State:	Zip:
Day Phone #:	Cell #:	Email:		
Dates of involvement/employment:				
Reason for leaving?				
Organization name:		Direct supervisor:		
Address:		City:	State:	Zip:
Day Phone #:	Cell #:	Email:		
Dates of involvement/employment:				
Reason for leaving:				

**Residential History**

<b>List the city, state and how long you lived there for the past seven (7) years.</b>	
City _____	State _____
How long (Years)? From _____ To _____	
City _____	State _____
How long (Years)? From _____ To _____	
City _____	State _____
How long (Years)? From _____ To _____	
City _____	State _____
How long (Years)? From _____ To _____	
City _____	State _____
How long (Years)? From _____ To _____	

**I consent to and understand that:**

- 1) The references and youth serving-organization I listed may be contacted by mail, telephone, email, or in-person;
- 2) The information I provided may be used to conduct a background check, to include a search of public domain records, driving records check, juvenile and adult criminal history check (*see attached authorization*), military records, and other records where required by local, state, or federal law for volunteers working with youth;
- 3) I am in no way obligated to perform any volunteer services;
- 4) Mañe'lu is not obligated to match me with a youth and may deny my application or close my match at any time, and to protect all participants' confidentiality, Mañe'lu is not required to disclose reasons for doing so;
- 5) Other Mañe'lu and youth organizations where I have worked or volunteered may be contacted as references;
- 6) As part of the enrollment processes, I will be required to provide additional personal information, including completion of an in-person interview;
- 7) I understand that the information I provide in the enrollment process will be kept confidential, unless disclosure is required by law and with exceptions noted below.
- 8) I understand that incidents of child abuse or neglect, past or present, must be reported to proper authorities;
- 9) I understand that certain relevant information about me will be discussed with the parent/guardian of a child who is a prospective match (*this might include demographic information, information relevant to parent/child preferences, and any information relevant to a child's safety or well-being*);
- 10) It is my responsibility to update the agency if any of the information I provide on this application, in my interview, or any other information provided during the enrollment process changes (*i.e. address, phone number, auto-insurance, new criminal charges, etc.*).
- 11) I agree to timely communication and follow-up with all agency staff.

***Please read the following carefully before signing this application:***

I understand that this is an application for a volunteer opportunity and is not a promise or commitment by Mañe'lu.

I certify that all information I have provided or will provide to Mañe'lu, including this application, is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would affect my application for a volunteer position. I understand that information contained on my application will be verified by Mañe'lu. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant or my termination as a volunteer.

At any time while involved with the Mañelu program, I agree to immediately inform my Mañe'lu contact person of any and all infractions, violations, charges and convictions related to any civil, domestic, or criminal occurrences. I understand that Mañelu staff needs to be fully informed to provide the best guidance or support possible.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***If applicant is under the age of 18, co-signature of a parent/guardian is required for application and to obtain criminal history record check information:***

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



**RELEASE OF INFORMATION**

I, \_\_\_\_\_, understand it will be necessary for Mañe'lu to investigate my background and to check my character references. I hereby give my consent for this information exchange and authorize such agencies to release any information requested by Mañe'lu. I understand that the agencies contacted may be insurance agents, employers, courts, police, social services, and any other persons or agencies with which I have had contact. A photocopy of this form will be considered as valid as the original.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Media Release**

I hereby give Mañe'lu permission without compensation to the use (full or in part) of all still photos or video recordings taken of me for use in promotional/publicity purposes.

I further release Mañe'lu from any liability for what I, or anyone claiming by, through, or under me might deem misrepresentation in connection with the use of the aforementioned items in which I may have appeared. I am 18 years of age or older and have read the above authorization and release prior to its execution. If under 18 years of age, the parent or legal guardian indicated below has signed on my behalf.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_



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### FULL RELEASE OF ALL CLAIMS

I \_\_\_\_\_, am fully cognizant of the possibility of physical or emotional harm or injury I may receive or experience while participating in activities sponsored by or associated with Mañe'lu. I hereby fully and for all purposes, release Mañe'lu, and any person or group associated therewith, from all liability (past, present, future, actual, claimed, or contingent) which may otherwise exist or be claimed to exist, as a result of my participation in any such activity or event, the undersigned assuming all risk for any liability, harm, or injury which might otherwise be claimed or exist, and waiving any right I have to dispute the scope of this release on any statutory or other ground.

I also agree to immediately notify the staff of Mañe'lu, in writing, of any concern, potential claim or other problem arising from or regarding my participation in the program.

### ORIENTATION RELEASE

I \_\_\_\_\_, understand that at the time of matching, I will be provided the Mañe'lu Orientation Packet, which will include information on child maltreatment and personal safety. I understand that it is my responsibility to review this information and that I may contact Mañe'lu at any time for further information regarding youth personal safety, or to arrange for further training with Mañe'lu staff.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CASEWORKER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**VOLUNTEER PRE-INTERVIEW QUESTIONNAIRE**

Prior to your in-person interview, please answer the questions below. Parents of youth in our programs will often ask questions about someone with whom their child will be matched. The information you provide will also help us make a better match for you and assure we can support you during your involvement with our program. ***Please note that you will have an opportunity to discuss these questions and your responses more thoroughly during your in-person interview.***

Name: \_\_\_\_\_

1. Do you have any concerns about your ability to fulfill the 6/12-month commitment required of mentors?  
 Yes  No
2. Do you anticipate any significant life changes over the next year or had any this past year?  
 Yes  No

Please describe:

3. Have you ever been accused, arrested, charged, or convicted of a crime?  
 Yes  No
4. Have you had any driving citations and/or moving violations in the past 5 years?  
 Yes  No
5. Do you have guns, ammunition, or other weapons in your house?  
 Yes  No
6. Are you experiencing any physical or mental health issues?  
 Yes  No
7. Do you speak any foreign languages?  
 Yes  No
8. Is there anything else you'd like to tell us about yourself or any questions that you have?
9. Are there other people living in your household?  
 Provide name, age, relationship to you.

Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:

I have answered these questions honestly and completely to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT

Mañe'lu ("The Company") may request an investigative consumer report about you from a third-party consumer reporting agency for Volunteer purposes (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

You have the right, upon written request made within a reasonable time, to request (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report. These reports will be conducted by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net)**. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of investigative consumer reports to the extent permitted by law.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK**

I acknowledge receipt of the separate standalone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by Mañe’lu at any time after receipt of this authorization and throughout my volunteer service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Guam Police Department, Courts of Guam and **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net).**

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact, through Guam Police Department, Courts of Guam and IntelliCorp Records, Inc., *my current* employer for Employment and Reference Verifications. *(Checking “I do” will authorize inquiries to the Human Resources Department and to any listed supervisors.)*

I also consent to have any legally required notices sent electronically.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors  
Under the age of 18)

\_\_\_\_\_  
Date



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### CONFIDENTIALITY POLICY

Mañe'lu, formerly Big Brothers Big Sisters of Guam respects the confidentiality of client and volunteer records and, with the exception of situations listed below, shares information about clients and volunteers only among the agency professional staff.

All records are considered the property of the agency and not the agency workers or clients or volunteers themselves. Records are not available for review by the clients or volunteers.

1. Information will be released to other individuals or non- Mañe'lu organizations only with the client or volunteer's written consent.
2. Identifying information regarding clients and volunteers may be used in agency publications or promotional materials unless the clients or volunteer request otherwise.
3. For purposes of program evaluation, audit, or accreditation, and with the prior approval of the Board of Directors, may have access to client and volunteer records.
4. Members of the Board of Directors or evaluators appointed by the Board have access to client files upon authorization of the Board of Directors.
5. Information shall only be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena.
6. Information shall be provided to an agency's legal counsel in the event of litigation or potential litigation involving the agency.
7. Territorial law mandates that suspected child abuse be reported to the appropriate authorities (GPD or Child Protective Services-DPHSS).
8. If an agency worker receives information indicating that a client or volunteer may be dangerous to himself or herself or to others, necessary steps may be taken to protect the appropriate party. This may include a medical referral or report to the local law enforcement authorities.
9. At the time a child or volunteer is considered as a match candidate, information is shared between the prospective match parties. The information about the volunteer may include such items as: age, gender, race, religion, interests, hobbies, marriage, family status, sexual orientation, living situation, etc. Information about the child may include such items as age, gender, race, religion, interests, hobbies, family situation, etc.

By signing this document, I have read, understand, and agree to program participation under the above conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date