



Thank you for your interest in volunteering with the Boys & Girls Clubs of Greater Conejo Valley. To ensure a safe and compliant environment, we require all volunteers to complete the following steps and submit the necessary documents before beginning their service hours.

Volunteer Requirements & Process

1. Submit online application
 - Excludes Corporate & Community Groups.
2. Attend an on-site annual orientation
 - Each volunteer must attend one orientation, annually. These sessions are held monthly and review Club updates and policies.
 - Excludes Corporate & Community Groups.
3. Complete the online Safety Training (annually)
 - Volunteers with direct, repetitive interaction with young people must complete the “Foundations: Preventing Abuse in Youth-Serving Organizations” training before providing services and annually thereafter. This training meets BGCA requirements for grooming prevention and mandated reporting.
 - Excludes Corporate & Community Groups.
4. TB Testing
 - Please ensure a clear tuberculosis (TB) test result that complies with BGCA Membership Requirement 2.1. This requirement applies to volunteers who interact regularly with our Club Members. It includes long-term, seasonal, and temporary volunteers who are directly involved in the day-to-day operations while on Club and/or school property.
 - Volunteers are responsible for all fees related to the TB test.
 - Important TB Test Requirement: All volunteers must complete a TB test and obtain a negative result before starting their service hours.
 - Excludes Corporate & Community Groups.
5. Background Check and Reference Checks
 - Conducted for all volunteers, including seasonal and long-term. Group volunteers and one-off volunteers must provide a waiver for each individual.
 - Excludes one-off volunteers.
6. Criminal Background Checks
 - Conduct name or fingerprint-based record searches to: verify identity and legal aliases through a social security number. Perform a national Sex Offender Registry search. Conduct a comprehensive national and local criminal search, including a statewide or county-level search, depending on the jurisdiction.
 - Excludes Corporate & Community Groups.
 - Groups must provide a waiver for each participant individual.
7. Volunteer Age Requirements
 - To be eligible to volunteer, individual must be 18 years or older.
 - Excludes Corporate & Community Groups.
 - Groups must provide a waiver for each participant individual under 18 years of age.
8. Volunteers receive a welcome letter via email with their start date, volunteer location, and the name of the Club Director.

We appreciate your cooperation and dedication to maintaining a safe environment for our youth. If you have any questions or need further assistance, please contact our Volunteer Coordination Team at volunteer@bgcconejo.org or (818) 706-0905 x 104.

Thank you for your commitment to the Boys & Girls Clubs of Greater Conejo Valley!

