

# DENVER KIDS, INC.

1330 Fox Street  
2<sup>nd</sup> Floor South  
Denver, Colorado 80204  
Telephone (303) 405-8266 Fax (303) 405-8264



## VOLUNTEER APPLICATION

The information supplied on this application will remain confidential within the Denver Kids, Inc. program.  
The family or guardian of a student in the program are considered part of the Denver Kids, Inc. program.

**PLEASE TYPE OR PRINT**

Mr. Mrs. Ms. (Please circle one)

**NAME** \_\_\_\_\_  
Last First Middle Nickname

**HOME ADDRESS** \_\_\_\_\_  
Number and Street Apt. # City/State Zip Code

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ **HOME TELEPHONE** \_\_\_\_\_

**PLACE OF EMPLOYMENT** \_\_\_\_\_

**WORK ADDRESS** \_\_\_\_\_  
Number and Street Suite Number City/State ZIP Code

**E-MAIL** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **WORK TELEPHONE** \_\_\_\_\_

**BIRTH DATE** \_\_\_\_\_ **BIRTHPLACE** \_\_\_\_\_  
(For CBI and Motor Vehicle Check)

**FAMILY STATUS:** SINGLE MARRIED (Please circle one)

**SPOUSE'S NAME** \_\_\_\_\_

**CHILDREN** (Names and Ages) \_\_\_\_\_

**HOW LONG HAVE YOU LIVED IN COLORADO?** \_\_\_\_\_ **IF A YEAR OR LESS, WHAT WAS YOUR PREVIOUS STATE OF RESIDENCE?** \_\_\_\_\_

**HOW DID YOU LEARN ABOUT DENVER KIDS, INC.?** \_\_\_\_\_

**HAVE YOU EVER APPLIED TO VOLUNTEER IN ANOTHER ORGANIZATION AND BEEN REFUSED?** \_\_\_\_\_

**IF YES, PLEASE EXPLAIN** \_\_\_\_\_

**WHY DO YOU WANT TO BE A FRIEND TO A DENVER BOY OR DENVER GIRL?** \_\_\_\_\_

**PREVIOUS INVOLVEMENT WITH CHILDREN (if any)** \_\_\_\_\_

**WHAT OTHER CLOSE RELATIONSHIPS DO YOU HAVE WHO MIGHT ALSO BE SPENDING TIME WITH YOU AND A DENVER BOY OR DENVER GIRL ON A REGULAR BASIS: (e.g. family, girlfriend, boyfriend, etc.)**

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**HAVE YOU EVER BEEN ACCUSED OF CHILD ABUSE OR CHILD MOLESTATION?** \_\_\_\_\_

**IF YES, PLEASE EXPLAIN** \_\_\_\_\_

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**DO YOU HAVE A VALID DRIVER'S LICENSE?** \_\_\_\_\_

**LICENSE NUMBER** \_\_\_\_\_ **STATE** \_\_\_\_\_ **EXPIRATION DATE** \_\_\_\_\_

**DO YOU OWN, OR HAVE ACCESS TO, A CAR?** \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR AUTOMOBILE INSURANCE:**

**COMPANY** \_\_\_\_\_ **POLICY NUMBER** \_\_\_\_\_

**DATE OF ISSUANCE AND EXPIRATION** \_\_\_\_\_

**DO YOU CONSIDER YOURSELF A SAFE AND CAUTIOUS DRIVER?** \_\_\_\_\_

**HAVE YOU, IN THE LAST TEN YEARS, BEEN ISSUED A CITATION IN CONNECTION WITH AN ALCOHOL OR DRUG RELATED OFFENSE UNDER THE MOTOR VEHICLE CODE?** \_\_\_\_\_ **IF YES, PLEASE EXPLAIN:**

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**HAVE YOU EVER HAD, OR DO YOU NOW HAVE, A PROBLEM WITH DRINKING OR SUBSTANCE ABUSE?**

\_\_\_\_\_ **IF YES, PLEASE EXPLAIN** \_\_\_\_\_

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**DO YOU CONSIDER YOURSELF A LAW-ABIDING CITIZEN?** \_\_\_\_\_

**HAVE YOU EVER BEEN QUESTIONED, ARRESTED, OR HAD A COMPLAINT FILED AGAINST YOU IN CONNECTION WITH A CRIME?** \_\_\_\_\_ **IF YES, PLEASE EXPLAIN** \_\_\_\_\_

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**WITH WHAT AGE STUDENT (ages 5 to 18) WOULD YOU PREFER TO BE MATCHED?** \_\_\_\_\_

**WITH WHAT TYPE OF YOUNGSTER WOULD YOU PREFER TO BE MATCHED?** \_\_\_\_\_

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**WHAT DISTANCE ARE YOU WILLING TO DRIVE IN ORDER TO PICK-UP YOUR DENVER BOY OR GIRL?**

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**ARE THERE SPECIFIC PROBLEMS YOU WOULD FIND DIFFICULT TO DEAL WITH IN WORKING WITH A CHILD?**

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**DO YOU HAVE ANY PHYSICAL OR EMOTIONAL HEALTH ISSUES THAT COULD IMPACT YOUR RELATIONSHIP WITH A CHILD?** \_\_\_\_\_ **PLEASE EXPLAIN** \_\_\_\_\_

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**PLEASE READ AND INITIAL EACH STATEMENT TO DESIGNATE YOUR ACKNOWLEDGMENT AND AGREEMENT WITH THESE CONDITIONS:**

- \_\_\_\_\_ I have read and understand the Denver Kids' Policies and Practices for Friends, and agree to be governed by them.
- \_\_\_\_\_ I am willing to commit my time and energy to be a Friend to a Denver Boy or Girl for a minimum of one year.
- \_\_\_\_\_ I will be able to make the time commitment to see a Denver Boy or Denver Girl on a regular basis.
- \_\_\_\_\_ I will not advocate any personal religious, sexual, or political preferences to a Denver Boy or Denver Girl.
- \_\_\_\_\_ I give permission to Denver Kids, to verify any of the given information and to contact the persons listed below as references.
- \_\_\_\_\_ I give my permission to Denver Kids, Inc. to obtain a copy of my driving record from the Department of Motor Vehicles, to obtain my arrest history from the Colorado Bureau of Investigation, and to contact the child abuse registry.
- \_\_\_\_\_ If selected as a Denver Kids volunteer, I promise at all times to maintain in full force and effect, automobile liability insurance as required by Colorado law (CRS 42-7-410, 1984 repl. vol.).
- \_\_\_\_\_ I am willing to have my name, address and phone number(s) shared with other volunteer friends.

LIST THE NAMES AND ADDRESSES OF THREE REFERENCES (two personal and one business):

**PLEASE PRINT OR TYPE**

PLEASE INDICATE MR., MRS., MISS, MS.

NAME	STREET	CITY	STATE	ZIP	RELATIONSHIP

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

For office use only:

# BIOGRAPHICAL SKETCH

**My name is** \_\_\_\_\_

**You can call me at** \_\_\_\_\_

**1. WORK**

I work at \_\_\_\_\_

My job is \_\_\_\_\_

Other jobs I have had are \_\_\_\_\_

**2. SCHOOL**

I was in school for \_\_\_\_\_ years

I studied \_\_\_\_\_

My favorite subjects were (are) \_\_\_\_\_

**3. HOBBIES**

My hobbies are \_\_\_\_\_

Other things I like to do are \_\_\_\_\_

**4. SPORTS**

The sports I like to participate in are \_\_\_\_\_

The sports I like to watch are \_\_\_\_\_

**5. MUSIC, MOVIES, TV**

My favorite movies are \_\_\_\_\_

My favorite TV show is \_\_\_\_\_

My favorite music for listening is \_\_\_\_\_

**6. PEOPLE**

The important people in my life are \_\_\_\_\_

My heroes are \_\_\_\_\_

**7. OTHER THINGS I'D LIKE YOU TO KNOW ABOUT ME**

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



## **POLICIES AND PRACTICES FOR VOLUNTEER FRIENDS**

### **1. Recruitment, Selection, Appointment, and Placement**

Denver Kids, Inc. will provide a system for the recruitment of adults to serve as Friends that will provide positive role models for the Denver Boy or Denver Girl and insure personal satisfaction to the volunteer.

- A.** An initial interview will be held with each prospective volunteer to review responsibilities, to obtain three references, and to communicate the purposes, programs, and policies of Denver Kids, Inc.
- B.** Individuals selected to serve as Friends must exhibit maturity, stability, and a commitment to furthering the objectives of Denver Kids, Inc., as stated in the Mission Statement adopted by the Board of Directors. Therefore, applicants with personal difficulties such as substance abuse, serious physical or mental health, family, or employment problems will not be accepted.
- C.** Denver Kids, Inc. respects the varying opinions and practices of its membership, but does not permit the advocacy of individual religious, sexual, or political preference in its program, or with a Denver Boy or Denver Girl.
- D.** A contract describing the volunteer's responsibilities for a year will be executed.
- E.** Male volunteers will be matched with boys, and female volunteers will be matched with girls.

### **2. Orientation and Training**

Friends will receive orientation and training, including Rap Sessions and special educational events. Additional support includes the assistance and supervision by counselors to enhance the relationship and ensure the personal satisfaction of the Friend.

### **3. Health Issues**

Volunteer Friends will be provided with and observe procedures as set forth in the "Denver Public School Guidelines for Handling Body Fluids". Volunteers will also be advised of any emotional or physical health issues affecting the child with whom they are matched, to the extent that Denver Kids, Inc. is aware of these matters.

### **4. Evaluation**

At the end of each year, a conference will be held to review and consider formal continuation of the relationship.

### **5. Financial Assistance**

A volunteer shall not be excluded from Denver Kids, Inc. activities because of financial need. Limited financial assistance is available, and each request for assistance will be kept confidential.



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(303) 405-8266  
Margaret Fomer, Executive Director  
Donna Hultin, Associate Director

### **VOLUNTEER JOB DESCRIPTION**

Denver Kids, Inc. greatly appreciates the time and effort contributed by the many volunteers who make a tremendous difference in the lives of the youngsters in the Denver Kids, Inc. program. For this reason, Denver Kids, Inc. works with each volunteer Friend to assure a satisfactory match, and to provide the flexibility necessitated by the volunteer's schedule.

Responsibilities of the volunteer Friends to Denver Kids, Inc. are to:

1. Commit to the Denver Kids, Inc. program for one calendar year.
2. See and spend time with a boy or girl on a regular basis (a minimum of twice a month is required unless circumstances necessitate other arrangements made with the DKI staff).
3. Remain in close touch with the boy's/girl's counselor, in order to obtain and share any pertinent information as necessary.
4. Attend the Rap Sessions held on a regular basis. Each volunteer Friend will be required to attend a minimum of two Rap Sessions per year.
5. Return the monthly report postcard every month with the record of volunteer hours donated the previous month.
6. Make every effort to attend some of the special activities for volunteer Friends and boys and girls.
7. RSVP to Denver Kids, Inc. activities in a timely fashion.
8. Remember the boy's or girl's birthday, as well as other special occasions, with a card or other small remembrance.

## **VOLUNTEER JOB DESCRIPTION – Continued**

Responsibilities of Denver Kids, Inc. to the volunteer Friend are to:

1. Remain in close touch with the volunteer Friend to provide support and information, as necessary.
2. Provide worthwhile activities and events for volunteer Friends and boys/girls to attend.
3. Provide information on upcoming group events and activities, with adequate advance notice.
4. Serve as a liaison between the volunteer Friend and family of the boy or girl.
5. Provide regular feedback on the volunteer Friend's performance, and a reference letter for the volunteer, if requested and appropriate.
6. Provide general liability and umbrella liability policies. Subject to the provisions of these policies, the volunteer Friend is an additional insured.
7. Assure that the match of volunteer Friend and a boy or girl is appropriate, and if not, to make adjustments as necessary.
8. Help insure that the volunteer knows they are making a valuable contribution.



## **SOME COMMON SENSE REMINDERS**

Denver Kids are good kids, but many live in a difficult environment. Substance abuse, AIDS, abusive relationships and violence can be part of their daily lives.

Because of their close involvement with the kids, the DKI counselors often will know if your Denver Kid is faced with these or other problems. They'll share that information and work with you on how it impacts your relationship with your Denver Kid. But there may be things going on in the child's life that the counselors don't know.

Today it's an unfortunate fact-of-life that anyone can be exposed to crime, abuse, violence and communicable disease. So please use the same common sense with your Denver Kid that you use in other situation.

Be aware of your surroundings. Park in a safe place. Lock your care. Don't leave valuables in sight.

Remember that even good kids can be tempted! Please make sure your Denver Kid doesn't have access to "life's little temptations" when he or she visits your home (for example, the liquor cabinet, loose cash and other valuables).

If you believe your Denver Kid has a health or substance abuse problem, or is being abused, please notify your counselor immediately.

Protect against disease, including AIDS, by following standard precautions. Body fluids from anyone can present a risk of infection, so avoid direct contact with them.

If you want more information about any of these issues, please contact the Denver Kids, Inc. office.