Leader in Training Application

Name: _____________________________
Grade/School: _____________________
BGCTM Site: __________________________

Please return the completed packet at the next L.I.T. Orientation. A full calendar of orientations is provided on the following page. Members may attend any orientation; it does not have to be at the site they are planning to volunteer at! Member MUST attend an L.I.T Orientation before volunteering at any of the BCGTM locations.

Cori Fisher
Character & Leadership Coordinator
775-360-2487
cfisher@bgctm.org
Orientation Schedule and Locations:

*ALL L.I.T. Orientations take place from 5:00-6:00 pm*

- August 27, 2019 – DWR Teen Center
- September 10, 2019 – Pennington Teen Center
- September 24, 2019 – Neil Road Facility
- October 8, 2019 – Donald L. Carano Facility
- October 22, 2019 – Lemmon Valley Facility
- November 5, 2019 – DWR Teen Center
- November 19, 2019 – Pennington Teen Center
- December 3, 2019 – Neil Road Facility
- December 17, 2019 - Donald L. Carano Facility
- January 14, 2020 – Lemmon Valley Facility
- January 28, 2020 – DWR Teen Center
- February 11, 2020 – Pennington Teen Center
- February 25, 2020 – Neil Road Facility
- March 10, 2020 – Donald L. Carano Facility
- March 24, 2020 – Lemmon Valley Facility
- April 7, 2020 – DWR Teen Center
- April 21, 2020 – Pennington Teen Center
- May 5, 2020 – Neil Road Facility
- May 19, 2020 - Donald L. Carano Facility

**DWR Teen Center:** 2680 East Ninth Street, Reno 89512  
**Pennington Teen Center:** 1300 Foster Drive, Reno 89509  
**Neil Road Facility:** 3905 Neil Road, Reno 89502  
**Donald L. Carano Facility:** 1090 Bresson Avenue, Reno 89512  
**Lemmon Valley Facility:** 325 Patrician Drive, Lemmon Valley 89506
## LEADERS IN TRAINING 2019-2020

### VOLUNTEER INFORMATION

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<tr>
<th>Name:</th>
<th>Date of birth:</th>
<th>Phone:</th>
<th>Cell? Yes/No (circle one)</th>
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<th>Current address:</th>
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<th>What is the best way to contact you?</th>
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### EMERGENCY CONTACT INFORMATION

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### ACADEMIC INFORMATION

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| Expected Year of High School Graduation? | |
|-----------------------------------------| |
|                                        | |

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<th>Member Signature:</th>
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Leader in Training Jobs and Expectations

By initialing each statement you show that you have read and understand the following:

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**Role Model**

*Members look up to you and will follow what you do over a staff member. Please represent good behavior, appropriate language and a positive attitude whenever at the club, no matter the circumstance.*

- LIT’s should not discuss personal information with each other, staff, or members. There should not be multiple LIT’s in an area.
- Acknowledge the people coming into the building. If parents need help finding their children you may assist them if you are not occupied.
- Maintain a 2.5 GPA
- Maintain good attendance at school.
- Attend MANDATORY trainings.

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**Assist with Areas**

*You may be assigned to one specific area or multiple areas throughout your shift. These areas may or may not be of direct interest to you however please make sure you follow these rules:*

- Be Aware
- Supervise the members and making sure they are following the rules at all times.
- DO NOT leave your area until you have permission from a staff member, even if you are going home.
- Interact with the members. You are here to work whether you are a paid LIT or volunteering.
- Follow any directions given by the Staff.
- Make sure sign in sheets are being filled out for your area.
- LIT’s are not to be left alone in an area unless they are in the direct line of sight of a staff member.
- Programming areas are to be kept clean, if there is a mess in the area after members leave it is the LIT’s responsibility to pick up.
- LIT’s should not fill out incident reports or citations, however, if a situation occurs it is the LIT’s responsibility to make sure a staff or coordinator documents the situation.
- Backpack Monitor: make sure area is cleaned and there are no tripping hazards. Also be sure members aren’t climbing on infrastructure; help retrieve bags for those who can’t reach.

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**Meal Time Help**

*At meal times please help excuse members who are raising their hands and have picked up their mess. It is important that the cafeteria is cleaned after meals and that food does not leave the designated eating area.*

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**Off-Site Events**

*As a Leader in Training you may be asked to represent the Boys & Girls Club outside of the building. LITs participate in community service events and other off-site activities throughout the school year. These events may take place over the weekend.*
Assemblies
During assemblies, all LITs are to be walking around and making sure that all members are sitting properly and being respectful.

Field Trips
As LITs, you are able to attend field trips for free and participate in the activity of the field trip. If you are chosen, you need to remember that you are there to help the staff and may be considered a staff while on the trip!! Field trips are a privilege and will be taken away if you are not doing your job. When on field trips please make sure we are:

- Supervising the members and making sure they are following the rules at all times. Please use common sense on what members can and can’t do!
- NOT leaving the field trip area, you are there to help not do your own thing.
- Making sure the field trip area is completely cleaned before we leave.
- Following any directions given by the Staff.

Dress Code:
Each site will have green LIT jersey/vests that are to be worn when working on the youth side. Jersey/vests are to be checked out and in before and after each shift. DO NOT take jersey/vests home. Once an L.I.T. completes 40 volunteer hours and participates in one off-site activity they will receive one L.I.T. shirt. Additional shirts may be purchased for $5.00 from the LIT Coordinator. You will be held to the same standards as the staff. The dress code is for your safety and the safety of our Club and MUST be followed at all times. If you are not properly dressed you will not be allowed to work that day.

- Green LIT Shirts/vests must be worn at all times while working. Shirts must not be altered in any way and must be worn properly. When not at the club working, please do not to wear your LIT shirt.
- Closed toed shoes are a MUST! Sandals are not allowed while at the club. This is for your safety!
- Comfortable pants or appropriate length shorts (3 inches above the knee) should be worn. No skirts or dresses are allowed.
- No hats, beanies, bandanas and hoods are allowed while in the building.
- Any inappropriate clothing or anything derogatory towards another person is not permitted.

Runner:
Sometimes parents have trouble finding their children, especially at our bigger sites. As an LIT it may be your job to find members and bring them to their parents. This is a great way to learn members’ names as well as implement customer service skills.

- Be patient and respectful to parents and their concerns
- Be attentive and communicate clearly.

Schedules:
You are to treat this as an actual job. Your schedule will be determined by you and the site coordinator and you are required to work those hours. If you are unable to work your scheduled shift, you need to notify your site coordinator at least 1 hour before your shift. The Disciplinary Policy will be used if you fail to show up for your scheduled shift.
Leader in Training Policies and Procedures

Disciplinary
- 1st offense: Warning Report
  - Site coordinator will warn Jr. Staff/LIT and use a Warning report to alter behavior.
- 2nd offense: Guidance Report and Parent Notification
  - Site coordinator and LIT coordinator will meet with Jr. Staff and discuss a plan to alter behavior.
- 3rd offense: Suspension/Possible Termination
  - Parent notification, Jr. Staff will be asked to leave for a set amount of time set by Site and LIT coordinators.

You may be asked to leave the youth site if:
- Dress code violation
- Lack of membership/ID cards
- Excessive use of cell phones
- Clumping/socializing of LIT’s during work hours

You may be temporarily suspended from LIT program if:
- They have excessive absences at school
- Their GPA falls beneath a 2.5
- They do not attend Mandatory LIT programing/training.

Automatic Dismal from Program
- Smoking
- Fighting
- Inappropriate touching
- Possession of weapons of any kind
- Possession or under the influences of drugs of any type
- Possession or under the influences of alcohol
- Staff Fraternization*

In order to be considered for a paid Junior Staff position, an L.I.T must:
1. Be at least 14 years of age
2. Complete at least 200 hours of volunteer community service and participate in at least 3 off-site activities.
3. Participate and complete at least 2 MANDATORY LIT programs (Money Matters, Career Launch, Diplomas 2 Degrees, etc.)
4. Maintain a 3.0 GPA

By signing below, I understand that being an LIT is a huge privilege and should be treated that way. I understand that this is an opportunity to volunteer and learn jobs skills that will help me in the future and, if I meet all the requirements possible, employment. I also understand the Disciplinary Policy and if I am dismissed from the program that I may no longer be allowed to attend the site.

_______________________________    ________________________
LIT Signature        Date

_______________________________    ________________________
Parent Signature       Date
Leader in Training Non-Fraternization Policy

As a Leader in Training, you are a member of the Boys & Girls Club first. Member/Staff relationships are to be kept professional. Fraternizing with staff will result in parent notification and immediate dismissal from the LIT Program.

In addition, LITs may not have intimate relations with any member 6-12 years of age.

Social Networks

LITs are not to be-friend or follow staff on any social network. This includes, but is not limited to:

- Facebook
- SnapChat
- LinkedIn
- Twitter
- Myspace
- Instagram
- Pinterest
- Live Journal
- Kik

By signing below, we have read and understand the fraternization policy and what is required to be a Leader in Training with the Boys & Girls Club of Truckee Meadows.

_______________________________    ________________________
LIT Signature        Date

_______________________________    ________________________
Parent Signature       Date
The Leader in Training Programming year runs August through May. Members interested in receiving a paid position must complete requirements within one LITP year and prior to the last day of school in May. Volunteer hours accumulated over summer break will count for the following programming year. Summer paid positions may or may not be extended into the school year.

I have read the L.I.T. packet and understand what is expected of me as a Leader in Training at the Boys & Girls Club of Truckee Meadows.

___________________________                  __________________
Member Signature             Date