



Dear Prospective Volunteer:

Thank you for your interest in volunteering with the Goodman Community Center. We ask you to first complete our application and Background Information Disclosure Form, with this information we can better match your skills, interest and availability with the many programs and volunteer opportunities here at the Goodman Community Center.

Because of childcare licensing and our City of Madison contracts for programs, all potential volunteers and staff are required to complete the BID Form. It is designed to help ensure the safety of vulnerable populations (primarily children and older adults). The criminal background check must be completed before you can begin to volunteer.

If there are criminal charges pending related to the position, or if the potential volunteer has been placed on probation, paroled, released or paid a fine for a criminal offense within the past five years related to the volunteer position or listed on the Caregiver Background Checks Crimes Table (Wisconsin Statutes 48.685), the Assistant Director must meet with the potential volunteer before service can begin. The Assistant Director and the Executive Director will decide, for each individual case, the circumstances and relevance of the conviction to the position of volunteering.

All information revealed on a criminal background check is for internal use only and will be kept confidential between the volunteer, Volunteer Coordinator and Assistant Director. This information, however, will be kept in the volunteer's file.

We look forward to talking to you more about your interest in volunteering and what opportunities we can offer you here at the Goodman Community Center. Thanks again for your interest.

Warm Regards,

Tanya Martinez-Knauer

Volunteer Coordinator

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