

GREAT FUTURES START **HERE.**



Our commitment is to create an environment for youth that is safe, nurturing, empowering, and which promotes growth and success for Club Youth. To ensure we maintain such an environment, we require all staff and volunteers to participate in online Abuse Prevention Training Modules.

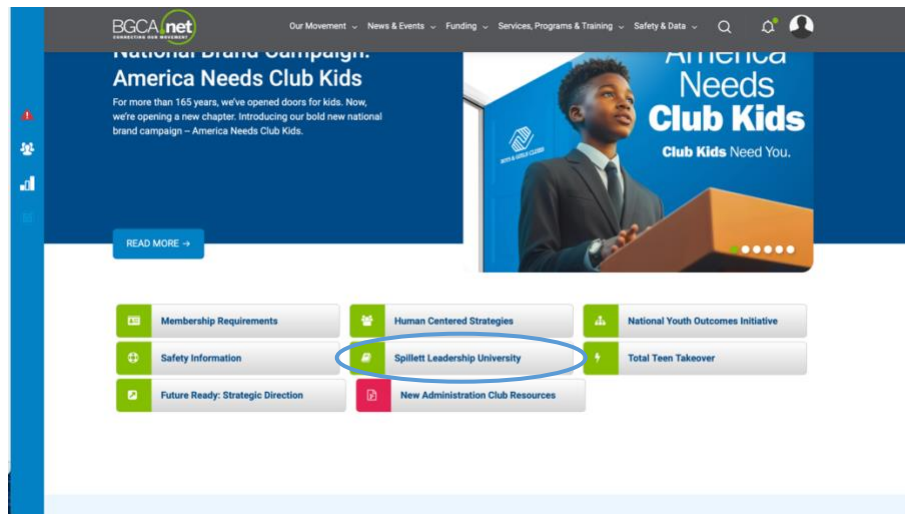
In order to begin volunteering, the following must be completed:

1. Create an account on www.bgca.net
2. Complete Online Training Modules
 - Foundations: Preventing Abuse in Youth-Serving Organizations
 - BGCA Corporate One-Time Volunteer Orientation

Please follow the instructions below to complete the training process:

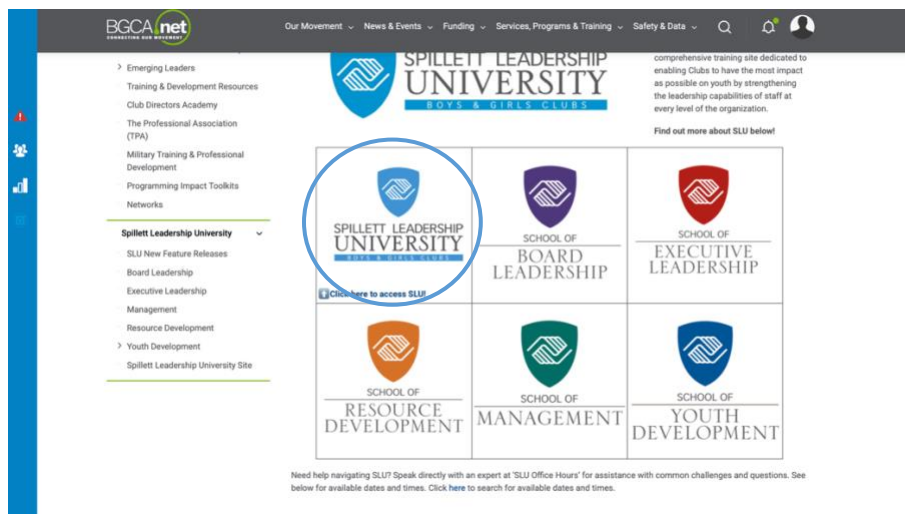
1. Go to www.bgca.net and select *New myBGCA Account*
2. Complete both pages of the New myBGCA User Registration form to create an account (on the second page of the form for the *Affiliation* box, choose *Local Club (Staff, Board, Volunteers)* and for the *Select Organization* box, choose *Boys & Girls Club of St. Charles County*)
3. Once you've completed the New myBGCA User Registration form, email Lmajewski@bgcstc.org to notify Lori. BGCSTC will approve your myBGCA account and you will receive notification regarding approval.

4. Once approved, you will have access to BGCA.net. On the Home Page click “Spillet Leadership University”



a.

5. Once you've searched *Spillet Leadership University*, it will take you to a page with 6 different colored buttons (light blue, purple, red, orange, green, dark blue). Click on the first button (light blue).



a.

6. You should be directed to the Spillet Leadership University School of Youth Development page.
7. Go to the “search” icon in the top right of the page
8. In the search box, type the names of the required training modules (stated above) and complete each one
9. Once completed, either print each certificate of completion and bring to the Club or screenshot each certificate and email to Lmajewski@bgcstc.org.