

# Guidelines for Volunteers

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Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

## ***My Commitment to Volunteer Ministry***

I will,

1. Never leave a child or group of children for whom I am responsible unattended. I will provide appropriate supervision at all times.
2. Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.
3. Always ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure another adult works with you as care is provided.)
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." (Always keep hands at (not below) the shoulder level. A caregiver's kiss should be to the forehead or cheek only - not elsewhere. For small children who like to sit on laps, I will encourage them to sit next to me.)
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse.
10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Never take pictures of students. Special authorization is required.

The North American Division of the General Conference of Seventh-day Adventists and Adventist Risk Management, Inc., recommend these Guidelines for Volunteers, which serve as a protection to you, your ministry, and the church from allegations of abuse.

I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.

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Volunteer Signature

Date



**Northern California Conference  
Office of Education  
P.O. BOX 619015  
Roseville, CA 95661**

# Vehicle Information Form for Field Trip Drivers

Today's date: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Registration Number (License Plate): \_\_\_\_\_

California Driver's License Number: \_\_\_\_\_

Number of passenger seat belts: \_\_\_\_\_ (Any child under the age of 6 weighing less than 60 pounds must be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.)

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Insurance Coverage:**

\$100,000/\$300,000/\$50,000

Recommended

\$250,000/\$500,000/\$50,000

Strongly Recommended

Insurance effective dates from \_\_\_\_\_ to \_\_\_\_\_

(Attach copy of current coverage)

Driver: \_\_\_\_\_

Car Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Owner's signature indicates approval and signifies that the above information is correct.)

Car Owner's Phone Number: \_\_\_\_\_

Emergency Contact:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Phone Number)



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# Registration Instructions

## Adventist Child Protection Screening

[Click here](#) for a detailed video on the registration process

**Step 1:** Go to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist) and click on the first-time registrant button

**Step 2:** Select the Union and Conference where you work or volunteer

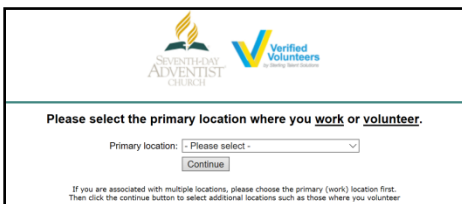
**Step 3:** Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



The screenshot shows the registration page with the Adventist Church and Verified Volunteers logos. The main heading is "Please create a user id and password that you will use to access your account". Below this, there are instructions: "Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jennif' and 'jenny' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique." There are two input fields: "Create a User ID:" and "Create a Password:". A "Continue" button is located below the password field. At the bottom, there are additional instructions: "Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 8 characters long." A link "Incorrect note about selecting passwords" is visible at the bottom left.

**Step 4:** Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

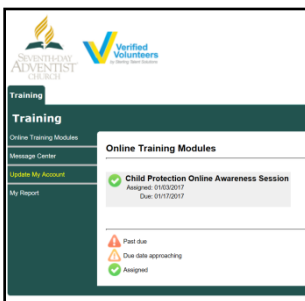
**Step 5:** Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.



The screenshot shows the registration page with the Adventist Church and Verified Volunteers logos. The main heading is "Please select the primary location where you work or volunteer." Below this, there is a dropdown menu for "Primary location:" with the text "- Please select -". A "Continue" button is located below the dropdown. At the bottom, there are instructions: "If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer."

**Step 6:** Select your role(s) within the organization (multiple may be selected).

**Step 7:** Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.



The screenshot shows the "Training" section of the user interface. It includes a sidebar with "Online Training Modules", "Message Center", "Update My Account", and "My Report". The main content area is titled "Online Training Modules" and lists a module: "Child Protection Online Awareness Session" with a green checkmark icon, assigned on 01/02/2017 and due on 01/17/2017. Below this, there are status indicators: "Past due" (red triangle), "Due date approaching" (orange triangle), and "Assigned" (green checkmark).

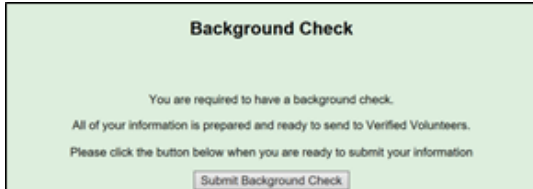
#### Additional Details:

Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal information.

**Step 8:** Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour).

[Click here](#) for a detailed video on the registration process

**Step 9:** Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process (Note: The background check will only take 5-10 minutes).



**Step 10:** If you are a volunteer, you will be directed to complete the Verified Volunteers Background Check by clicking on 'Complete the Verified Volunteers Background Check'. Verified Volunteers will require you as a volunteer to claim your account using three pieces of information – email address, home zip code and date of birth. You will then be redirected to the Verified Volunteers platform to confirm the details required for the background check.

#### Additional Background Check Information:

- Enter your full LEGAL name – Not an alias or nick name
- You will be giving consent to run the background check on Step 3
- The Fair Credit Reporting Act governs all background checks – We are NOT checking your credit report. Use of the word “credit” references the law. You can print a copy of that consent form.

**Step 11:** Review and complete the consent form.

**Step 12:** Confirm the information is correct and click submit. Once the background check has been successfully processed you will be notified via email.