

Guidelines for Volunteers

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.

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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Sterling Volunteers

Thank you for serving as a volunteer for the churches and/or schools in the Northern California Conference of Seventh-day Adventists.

REGISTRATION INSTRUCTIONS ADVENTIST CHILD PROTECTION SCREENING

Step 1 Go to www.ncsrisk.org/adventist and click the *First-Time Registrant* option.

The screenshot shows the Sterling Volunteers registration page. It includes a header with the logo and a section titled 'Please create a user ID and password that you will use to access your account'. Below this, there are instructions on how to choose a user ID and password, followed by input fields for 'Create a User ID' and 'Create a Password', and a 'Continue' button.

Step 2 First select the state and then Conference (Northern California).

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. This data will be case sensitive.

The screenshot shows the Sterling Volunteers registration page with the 'Already have an account?' section. It includes a 'Click here' button and a 'Register on behalf' link.

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

Step 5 Select the primary location where you work or volunteer, and click continue. If you work or volunteer in another location (perhaps at a school and a church), select "Yes" and then select a second location.

The screenshot shows the Sterling Volunteers registration page with the 'Please select the primary location where you work or volunteer' section. It includes a dropdown menu for 'Location' and a 'Continue' button.

Step 6 Select your role(s) within the organization. (Multiples may be selected here as well.)

Step 7 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.)

Step 8 Upon completion of your online training, you will be instructed to complete your Background Check. Don't forget this important step!

Step 9 You will be directed to complete the Sterling Volunteers Background Check by clicking on *Complete the Sterling Volunteers Background Check*. Sterling 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 Sterling Volunteers platform to confirm the details required for the background check.

The screenshot shows a green 'Background Check' confirmation screen. It states: 'You are required to have a background check. All of your information is prepared and ready to send to Verified Volunteer. Please click the button below when you are ready to submit your information.' There is a 'Submit Background Check' button.

Additional Background Check Information:

- Enter your full LEGAL name – not an alias or nickname
- If you do not wish to use your Social Security Number, check the box *No SSN*.
- The Fair Credit Reporting Act governs all background checks. The NCC is NOT checking your credit report. Use of the word "credit" references the law. You can print a copy of the consent form.

The screenshot shows the '4 Easy Steps to Getting Verified' consent form. It includes a title, a 'Yes/No' selection, and a 'Submit' button.

Step 10 Review and complete the consent form.

The screenshot shows the '4 Easy Steps to Getting Verified' consent form with the 'Yes/No' selection and 'Submit' button.

Step 11 Confirm the information is correct, and click *Submit*. Once the background check has been successfully processed, you will be notified via email.

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 and view your background check completion date. You can also access the "Update My Account" link at the top of the page to update your personal information.

Questions?

Please contact us via email at AdventistSupport@sterlingvolunteers.com or 1-855-326-1860 (toll free).