

Upper Columbia Conference  
**VOLUNTEER**  
*Service Information Form  
and Screening Packet*

CHURCH, SABBATH SCHOOL PATHFINDER CLUB STAFF ADVENTURER CLUB STAFF  
PARENT VOLUNTEERS ALL VOLUNTEERS  
ALL DRIVERS FOR CHURCH AND SCHOOL SPONSORED OUTINGS (DAY AND/OR OVERNIGHT TRIPS)

In order to protect our children and youth, the North American Division of Seventh-day Adventists, the Upper Columbia Conference of Seventh-day Adventists, and insurance policies require all churches, schools, and clubs to screen backgrounds on every volunteer and worker who works directly and indirectly with children and youth under the age of 18. Our greatest desire is to assist each church, school, club in doing what is prudent, legal and necessary in order to protect them. Enclosed are the background screening forms. Thank you for taking the time to complete these forms. Your diligence helps to ensure a safe environment for all children and youth who attend a Seventh-day Adventist church, school, or club.

**This packet contains:**

Volunteer Information Service Form  
Guidelines for Volunteers & Caregivers

**Please make sure you:**

Complete all sections of each form  
Include complete addresses, zip codes & area codes  
Sign and date each form

**Return immediately completed packet to:**

*UCC Volunteer Services*  
Upper Columbia Conference of Seventh-day Adventists  
PO Box 19039  
Spokane, WA 99219  
509-838-2761

11/2009

Update	OFFICE USE ONLY	Date Received
References Sent:	Received:	
Date recommend:	Date recommended with conditions noted:	Date not recommended:
Note conditions:		
Signature of Upper Columbia Conference personnel completing screening process:		

# Volunteer Service Information Form (VSIF)

<b>SECTION I - PERSONAL INFORMATION</b> <i>Please print legibly, completing ALL sections below.</i>			<i>Check area you will work with children. Write in name of school, church, club.</i>
Name (Last, First, M.I.)	Email:		School Name _____
Address	<input type="checkbox"/> Male <input type="checkbox"/> Female		Church Name _____
City	State	Zip	<input type="checkbox"/> Church Leader
Home Phone ( )	Day Phone ( )		Position: _____
Date of Birth	Social Security #		<input type="checkbox"/> Sabbath School
How long have you lived at this address	In this state		Department _____
List all other states lived in the last 7 years:			<input type="checkbox"/> Youth Department
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated			<input type="checkbox"/> Vacation Bible School
Children living at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	Grown children? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Pathfinder Club _____
Are you an SDA church member? <input type="checkbox"/> Yes <input type="checkbox"/> No How long:	Church(s) attended the last 5 years?		<input type="checkbox"/> Adventurer Club _____
			<input type="checkbox"/> Camp Meeting
			<input type="checkbox"/> Other: _____

<b>Section II - DRIVER INFORMATION</b> <i>If you will be driving for church/school/club/camp sponsored activities, please fill out this section.</i>	
Current Driver's License # _____	State _____ Expiration Date _____
Other State driver's license within the last 2 years. State _____	License # _____
Name of Insurance Carrier: _____	Insurance # _____ Expiration Date _____
List all traffic violations and at-fault accidents in the last two years: _____	
_____	

<b>Section III - HEALTH INFORMATION</b>
List any injury/disability/health factor that might limit your involvement as a volunteer with children/youth or impact the health of children (i.e. communicable diseases, physical limitations).

<input checked="" type="checkbox"/> Please check the box(s) that applies <b>Section IV - UNLAWFUL CONDUCT</b>
<input type="checkbox"/> YES, I authorize Upper Columbia Conference of SDA to conduct a criminal history search
Have you even been (formally or informally) accused, charged, convicted, or disciplined for any unlawful sexual conduct, abuse, child neglect, child abuse, and/or child sexual abuse? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been denied legal custody of your children for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been registered as a sex offender in any jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____ Place: _____
If you answered yes, please supply the date, place, type of conduct, disposition and sentence:



### Section V - LANGUAGES SPOKEN

Please list all languages (including English) that you speak, read and write proficiently

language	speak	read	write	Comments
1. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Section VI - REFERENCES

Skip this section if this is an annual renewal and you already have your references completed.

List below individuals who could recommend you for service with children and/or youth. DO NOT LIST RELATIVES

Name	Street	City	State	Zip	Phone/Email address
1. Pastor					
2. Teacher					
3. Other					

### Section VI - STATEMENT OF ACCURACY

As applicant the information contained in this application is correct to the best of my knowledge. I authorize any references, churches and/or schools listed in this application to give any information that they may have regarding my character and fitness for working with children or youth. I hereby release any individual, church, school, or organization from any and all liability for damages that may result to me, my heirs, or family for compliance with this authorization. I also authorize the Upper Columbia Conference of Seventh-day Adventists to seek investigative background inquiries including criminal convictions, motor vehicle, and other reports.

Your signature on this form confirms your understanding and agreement that in the event allegations of criminal or sexual misconduct arise regarding your conduct while you serve in the above-described capacity(ies), the conference will fully cooperate with any investigation.

I further state that I have carefully read the foregoing release, and understand the contents thereof, and I sign this release as my own free act. This is a legally binding agreement, which I have read and understand.

This form will become a permanent record. In the event of accusations against the applicant, opportunity should be given for response by the accused. The response also becomes a part of the record.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# GUIDELINES FOR VOLUNTEERS & CAREGIVERS

Because our society is filled with pain, problems and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children at church and schools have meaningful guidelines for conduct - 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. Here are some practical guidelines:

1. **Never leave unattended a child or group of children for whom you are responsible.** Provide adequate supervision at all times, no matter what.
2. **NEVER be the only adult** serving as a caregiver – ALWAYS have at least one other person 18 years of age or older with you.
3. **Always ask a person's permission before touching** him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
4. **Physical and verbal attacks are inappropriate** and should not ever be used as discipline. "Time out" or "sit-in-that-chair" may be helpful methods with children.
5. **Kids need to be touched appropriately.** However, keep hugs brief and "shoulder-to-shoulder" or side-to-side." Always keep your hands at (not below) the shoulder level. For small children who like to sit on laps, encourage them to sit next to you.
6. **When taking small children to the bathroom** take another adult along or leave the door open.
7. **Be aware of the signs and symptoms of abuse. Be aware of the legal requirements in your locality for reporting child abuse.** In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.
8. **Be loving, kind, firm, and always thoroughly professional as a caregiver.** Working with children and youth is not only a privilege; it is also a responsibility that must be approached with utmost care.

I, the undersigned caregiver, have read the guidelines listed above and agree to abide by them. I will obtain a copy of this signed form and keep it for reference.

Upper Columbia Conference Driving Policy for all persons transporting children or youth for church and school related activities whether the vehicle is church-owned or privately owned: "Drivers shall have an acceptable driving record during the previous three years with **not more than two traffic citations and no at-fault accidents** while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position." - NAD Policy Manual, p. 50.

***SIX MONTH RULE: If you have just moved to the area, or recently changed your membership to your current church, you will not be approved as a volunteer until six months have passed. This allows the church/school/club time to get to know you.***

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_