

VERIFIED VOLUNTEERS GUIDELNES

VOLUNTEERS

100% COMPLIANCE

All employees and volunteers must complete *Protect The Children* Training and submit to a background check utilizing the Verified Volunteers, NCSRisk.org/adventist website.

If already eligible to volunteer in the STV system, volunteer does not need to recertify in VV until near the STV expiration (after 3 years).

Volunteers must complete his/her training and background check prior to volunteer duty.

“Volunteers” includes, *but not excluded to:*

CHURCHES:

Elders, Deacons, Deaconesses, all Church Leadership

Treasurers

Club Ministries Directors: Master Guides, Pathfinders, Adventurers

Sabbath School Teachers and Helpers

Special Event Staff

Greeters

Cleaning Staff

Landscape and Building Maintenance (paid or volunteers)

SCHOOLS:

Classroom helpers

Field trip drivers and attendees

Kitchen workers/servers

Landscape and Building Maintenance (paid or volunteers)

Coaches and helpers

POLICY: Anyone who spends any time at all on campus, other than pick or drop off, should complete the training and background check. Each entity should prepare a list of known individuals who will be on campus and know whether or not they are compliant with VV policy. If a person does not comply, he/she is not allowed any time on campus outside of his/her vehicle.

POLICY: Each employee and volunteer should re-train and re-screen every three years.

ADVICE: Prior to the first day of school or as soon as possible in the school year, school administration should ask each active-on-campus-parent or family member to complete the training and background check. Early completion of the requirements, will help to avoid compliance issues leading up to school activities.

The School Board should determine who the school's point of contact should be. This local **Volunteer Screening Advocate (VSA)** should be voted through the local School Board Committee. The Principal or Pastor should notify, via email, the Texas Conference Volunteer Screening Coordinator as to the name, phone and email, of the VSA so that he/she can be assigned view only rights to the VV database. The VSA will have access to the names and dates of individuals within his/her assigned organization. The VSA will not have access to actual background check results.

If a volunteer's background check results are determined to be **non-eligible for duty**, the Pastor or School Principal will be notified directly. The volunteer will also have access to the background check results through his/her NCSRisk.com/adventist login.

Training should take about 45 minutes.

Screening Results should be available within 48-72 hours.

Technical Support issues associated with training and background check submission should be resolved by calling:

- Verified Volunteers
- Customer Service
- 855-326-1860
- Option 3