

VOLUNTEERS

General Guidelines

Volunteers are an essential element of a successful school; schools cannot buy what volunteers give to a school.

Schools are committed at all times to providing a safe environment in which students can grow mentally, spiritually, physically, and emotionally

Volunteers must be encouraged to respect the confidential nature of anything they see or hear. Concerns should be shared only with the classroom teacher or principal at school. As far as volunteers go, what happens in the classroom stays in the classroom.

The professional staff of the school is responsible for everything that goes on at school including student instruction, safety and discipline. Volunteers work under the direction and guidance of paid staff, supplementing and supporting the program.

Unless acting as an approved volunteer teacher, volunteers should NOT:

- Discipline students
- Diagnose student needs
- Evaluate achievements
- Counsel students
- Discuss student progress and concerns with parents
- Have access to materials in students' permanent record files

Because students are the priority, the right to be a volunteer can be rescinded at any time due to behavior that is in conflict with [Guidelines for Volunteers](#).

Definitions and Requirements

Voted by NCC Board of Education: May 10, 2007

Basic

Definition: Volunteers who assist with one-time events whose only interaction with the students is in the presence of an administrator or teacher

Requirements: Sign the [Guidelines for Volunteers](#) and return it to the school

Fieldtrip Volunteers

Definition: Volunteers who accompany students while on off-site or overnight trips

Requirements:

- Complete the background check process through [Sterling Volunteers](#).
- Information you will need:
 - Organization: Seventh-day Adventist
 - Union: Pacific
 - Conference: Northern California
 - School Name: choose from list – Lodi Academy

To transport students, submit the Transportation Information for Volunteer Cars form in this packet and return it to the school.

Extended Volunteers

Definition: Volunteers who have frequent or prolonged contact with students (e.g. coaches or parents who assist with students on a regular basis)

Requirements:

- Complete the background check process through [Sterling Volunteers](#).
Information you will need:
 1. Organization: Seventh-day Adventist
 2. Union: Pacific
 3. Conference: Northern California
 4. School Name: choose from list – Lodi Academy
 5. Position: Driver
- Have on file with the school a certificate showing that within the last four years the volunteer has been examined and has been found to be free of communicable tuberculosis. (California Health and Safety Code 121540)
- To transport students, submit the Transportation Information for Volunteer Cars form, car insurance and a copy of your drivers license and return it to the school.
- Sign a completed Educational Volunteer Service Agreement and return it to the school

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 prompts the user to create a user ID and password. It includes instructions: 'Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like Smith and Taylor 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 input fields for 'Create a User ID' and 'Create a Password', and a 'Continue' button. Below this, there is a section for 'Already have an account?' with a 'Click here' button and a 'Register on behalf' link.

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.

This is a duplicate of the screenshot in Step 1, showing the 'Create a User ID and Password' section of the registration process.

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 'Please select the primary location where you work or volunteer' section. It has a dropdown menu for 'Location - Please select' and a 'Continue' button. Below the button, it says: '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. (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 box with the heading 'Background Check'. It says: 'You are required to have a background check. All of your information is prepared and ready to be sent 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 a form titled '4 Easy Steps to Getting Verified'. It includes fields for 'Your First Name', 'Your Middle Name', 'Your Last Name', 'Your Birth Date', 'Your Social Security Number', and 'Gender'. There is a checkbox for 'I do not wish to use my Social Security Number' and a 'Submit' button.

Step 10 Review and complete the consent form.

The screenshot shows a consent form titled '4 Easy Steps to Getting Verified'. It contains a detailed paragraph of text regarding the background check process and a 'Consent' checkbox. There are fields for 'Your First Name' and 'Your Last Name' and a '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).

Sterling Volunteers

Gracias por servir como voluntario para la iglesia y/o escuela en la Conferencia Adventista del Norte de California.

INSTRUCCIONES PARA LA REGISTRACIÓN EXAMEN DE PROTECCIÓN INFANTIL ADVENTISTA

Paso 1 Vaya a www.ncsrisk.org/adventist seleccione Español: Acceso o Inscricpion y haga clic en el botón de inscripción.

The screenshot shows the Sterling Volunteers registration page. It prompts the user to create a user ID and password. It includes instructions: 'Please create a user ID and password that you will use to access your account. Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like Smith and Taylor 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 input fields for 'Create a User ID' and 'Create a Password', and a 'Continue' button. Below this, it asks 'Already have an account?' with a 'Click here' link and a 'Register on español' link.

Paso 2 Primero seleccione el estado y luego la Conferencia (Norte de California).

Paso 3 Crea una identificación de usuario y una contraseña que pueda recordar fácilmente. Se recomienda utilizar su dirección de correo electrónico como su nombre de usuario.

This is a duplicate of the screenshot for Paso 1, showing the 'Create a User ID and Password' step of the registration process.

Paso 4 Proporcione la información solicitada en la pantalla. (Nota: no haga clic en el botón de regresar o se perderá su registro.)

Paso 5 Seleccione el principal lugar de trabajo, servicio voluntario o lugar de oración. Si usted trabaja o es voluntario en otra ubicación, seleccione Si y seleccione la segunda ubicación.

Paso 6 Haga clic en el círculo verde para comenzar la capacitación en línea. Una vez completada, la última pantalla le permitirá imprimir un certificado. (Esta opción dependerá de su conferencia.)

The screenshot shows the 'Please select the primary location where you work or volunteer' step. It has a dropdown menu for 'Location: Please select...' and a 'Continue' button. Below the button, it says: '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.'

Paso 7 Lea las sugerencias sobre los detalles de la capacitación en línea y luego proceda. Seleccione "Haga clic aquí" para comenzar la capacitación en línea (Nota: la capacitación puede tomar hasta una hora).

Paso 8 Una vez completada su capacitación en línea, se le indicará que complete su verificación de antecedentes. Complete los pasos del proceso de verificación de antecedentes (Nota: la verificación de antecedentes solo tomará de 5 a 10 minutos).

Paso 9 Desde allí, lo llevará automáticamente a una página con el formulario de consentimiento para que se lea y se complete cierta información, que se verá así: (según el paquete de verificación de antecedentes asociado a sus roles).

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

Información adicional de verificación de antecedentes:

- Ingrese su nombre LEGAL completo - No un alias o apodo
- Si usted no desea dar su seguro social haga, click No SSN
- La Ley de Informes Crediticios Justos (Fair Credit Reporting Act) realiza todas las verificaciones de antecedentes. NO revisamos su informe de crédito. El uso de la palabra "crédito" hace referencia a la ley. Puede imprimir una copia de ese formulario de consentimiento.

The screenshot shows the '4 Easy Steps to Getting Verified' form. It includes sections for 'Personal Information', 'Employment Information', 'Education Information', and 'Other Network Work'. It has various input fields and a 'Submit' button.

Paso 10 Revise y complete el formulario de consentimiento.

Paso 11 Confirme que la información sea correcta y haga clic en enviar. Una vez que la verificación de antecedentes haya sido procesada con éxito, recibirá una notificación por correo electrónico.

This is a duplicate of the screenshot for Paso 10, showing the '4 Easy Steps to Getting Verified' form.

Detalles adicionales

Una vez completada la capacitación en línea y la presentación de su verificación de antecedentes, puede iniciar sesión en su cuenta y hacer clic en "Mi informe" para ver la capacitación en línea y ver la fecha de finalización de verificación de antecedentes. También puede acceder a "Actualizar mi cuenta" para actualizar su información personal.

¿Preguntas?

Por favor contáctenos por correo electrónico a AdventistSupport@sterlingvolunteers.com o al 1-855-326-1860 (sin costo)

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)



Northern California Conference
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GUIDELINES FOR VOLUNTEERS

working with Children and Youth

Because our society is filled with pain, problems, and litigation caused by the improper conduct of people working with children and youth, it is imperative that those working with children and youth at church have meaningful guidelines for conduct—to protect both themselves and those under their care. As a ministry volunteer, you want parents and guardians to feel comfortable and confident with you. *Here are some practical guidelines:*

- ❑ NEVER leave unattended a child or youth or group of children and youth for whom you are responsible. Provide adequate supervision at all times, no matter what.
- ❑ Always have at least one other adult (18 years or older) with you when ministering to children and youth. UNDER NO CIRCUMSTANCES should you allow yourself to be alone with one child or youth.
- ❑ 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.
- ❑ 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 or youth.
- ❑ Kids need to be touched appropriately. Keep hugs brief and "shoulder-to-shoulder" or "side-to-side;" always keep your hands at (not below) the shoulder level. A caregiver kiss is to the forehead or cheek only, not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
- ❑ When taking small children to the bathroom, always take another adult along or leave doors open.
- ❑ Be aware of the signs and symptoms of abuse. Be aware of the legal requirements in your locality for reporting abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual abuse.
- ❑ Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege, it is also a deep responsibility that must be approached with the utmost care.



GUIDELINES FOR All VOLUNTEERS

Guidelines for all Volunteers: As a volunteer, you should participate in orientation and training programs conducted by your church. Adventist Risk Management and the North American Division recommend the following for all volunteers. These serve as a protection to you and your ministry against charges of abuse:

- ❑ Volunteer screening—All volunteers must complete the screening process required by the NAD through Sterling Volunteers (ncsrisk.org/adventist) every three years.
- ❑ Six-month rule—Do not recruit a volunteer who has been a church member for less than six months.
- ❑ Two-person rule—Have at least two adults present at all times.
- ❑ Glass window rule—If the door to a room does not have glass in or around it, the door should be left open, so the volunteer is in full view.

THANK YOU FOR SERVING AS A VOLUNTEER FOR THE CHURCHES AND/OR SCHOOLS IN NORTHERN CALIFORNIA.

NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS
Risk Management Department

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