

**VOLUNTEER DATA SHEET
FOR EDUCATION DEPARTMENT**

For Office Use Only

Date Approved _____

By _____

Work Assignment _____

MICHIGAN CONFERENCE OF SEVENTH-DAY ADVENTISTS

Name _____

Address _____
 Street City State Zip

Home Phone _____ Work Phone _____ Church _____

Section I (Health History)

Do you now have or have you had any injury/sickness that might limit your ability to carry out your assignment?
 ___ Yes ___ No If yes, how would it hinder? _____

Section II (Education)

Highest degree or diploma held _____ Year received _____

School granting degree or diploma _____

College major(s) and minor(s) _____

Section III (Vehicle/Driver Information)

Volunteers driving students will need to complete the Driver Information Form.

Section IV (Experience)

List all experience (Adventurers, Pathfinders, Scouting, Sabbath School, etc.) that might qualify you for classroom leadership.

Position/Type of Work	Church/Organization	Date of Service
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Section V (References)

Please list below three individuals (not related to you) who know you well enough to recommend you to serve as a school volunteer leader. Examples: pastor, teacher, local church officer/member

Name	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Section VI (Unlawful Conduct)

Have you ever been convicted of a crime or listed on a Central Registry of felons or abusers? Yes No
If yes, please give the following information.

Date _____ Place _____

If yes, please describe: _____

Have you ever been charged with child abuse or sexual misconduct involving children or listed on a Central Registry regarding such offenses? Yes No

If yes, please give the following information.

Date _____ Place _____

If yes, please describe: _____

The above section has been included in this form to provide information to the Michigan Conference to assist in the protection of our children. Information provided in this section may generate further inquiries regarding these issues, but the information will be kept confidential and will be seen by a very few individuals on a need-to-know basis. **If either question in Section VI is answered with a "yes", the form will be submitted to the Michigan Conference Department of Education for further review.** We regret having to include a section on unlawful conduct; however, it is necessary to protect children, parents, volunteers and the church itself. A copy of the Michigan Conference Child Protection Policy which was voted by the Michigan Conference Executive Committee on March 23, 2004, must be signed.

Section VII (Statement of Accuracy)

The above information is accurate to the best of my recollection. I understand this is a strictly "volunteer" position and I will receive no remuneration (including denominational service credits, fringe benefits, or worker's compensation for services and time volunteered.

Date

Printed Name

Signature

NOTES:

1. Please make sure you have checked the appropriate boxes in Section VI and signed your name in Section VII.
2. If the principal recommends the applicant, information in Section I through V will be copied and given to the classroom teacher(s). If the applicant has not been approved, none of the information will be forwarded.
3. When a classroom teacher requests the services of a volunteer, the principal is not to release specific information and may respond only with "recommended," "not recommended," or "recommended with conditions noted."
4. All information on this application will become a permanent record and should include updates. In the event of accusations against the applicant, opportunity should be given for response by the accused. This response also becomes part of the record.



Registration Instructions

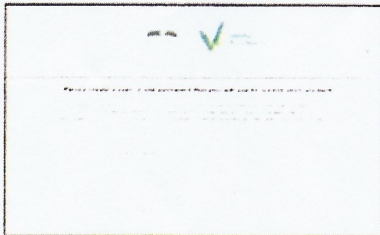
Adventist Child Protection Screening

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

Step 1: Go to www.ncsrisk.org/adventist and click on the first-time registrant button

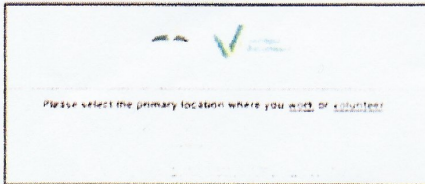
Step 2: Select the Union and Conference where you work or volunteer

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.



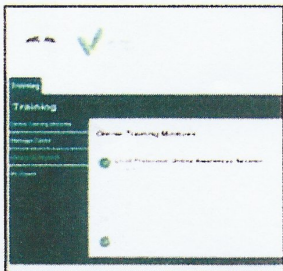
Step 4: Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

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.



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.



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).

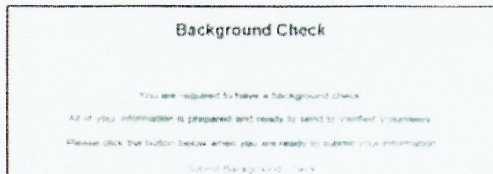
Questions? Please contact us via email at AdventistSupport@verifiedvolunteers.com or 1-855-326-1860 (toll free)



Registration Instructions Adventist Child Protection Screening

[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).



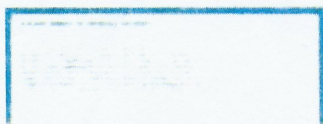
Step 10: If you are a volunteer, you will be directed to complete the Verified Volunteers Background Check by clicking on 'Complete the Verified Volunteers Background Check'. Verified Volunteers will require you as a volunteer to claim your account using three pieces of information – email address, home 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. Print your Certificate of Completion which expires in 3 years.

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



Adventist Education

A JOURNEY TO EXCELLENCE

Driver Information Form

1. For drivers transporting students, other than their own children, for school-related events this form must be completed and submitted to the school board, along with a copy of the driver's license and a copy of the vehicle insurance coverage.
2. Students can be transported in cars, vans (up to 10 passengers, including the driver), public transportation, or yellow and black school buses which have met state inspection requirements. All drivers, except for public transportation, must be school board approved.
3. No vehicle may be used to transport students with less than 100/300,000 limit of liability.

PLEASE COMPLETE ALL BLANKS

Driver (print) _____ Birth Date _____
Last First Middle Mo/Day/Year

Driver's License# _____ State Licensed In _____

In what other state have you had a Driver's License during the past 3 years _____

Name of school you will be driving for _____

Number of years driving experience _____

Approximate Number of miles driven annually _____

Please list all citations and any accidents in the last three years. Give the dates, details and location of each citation and/or accident.

 Driver's Signature Date



Volunteer Driver Policies

Thank you so much for your willingness to support our students and school by sharing your time, talents and resources. In order to ensure the safety of our students and to follow state, conference and local guidelines, the following policies must be followed by each of our volunteer drivers.

1. Satisfactory completion of Michigan Conference forms. These forms will be submitted to the principal, who will take them to the school board for approval.
 - a. Child Protection Policy
 - b. Driver information Form
 - c. A copy of driver's license, proof of insurance, and Declarations Page
 - i. Showing at least a 100/300,00 limit of liability
 - d. Volunteer Data Sheet
 - e. A copy of current certificate for SHIELD The Vulnerable
2. Adherence to State of Michigan driving laws
3. Adhere to Michigan Conference policies. including but not limited to:
 - a. No vehicle may be used to transport students with less than 100/300,000 limit of liability.
 - b. A copy of the driver's license and vehicle insurance coverage must be submitted to the school.
 - c. No cell phone use while driving. To use cell phones, you must pull over out of traffic.
 - d. All drivers must be school board approved.
 - e. Auto must be in good repair (wipers, windows, lights, doors, locks, seat belts, brakes, tires, muffler, etc.)
 - f. Copies of emergency treatment forms for each student must be with the driver of the vehicle in which they are being transported.
 - g. 4. Adherence to Holland Adventist Academy policies:
 - h. No media of any kind while transporting students on a field trip.
 - i. Encourage wholesome, appropriate conversation.



4. Adherence to classroom teacher/Bible Labs leader policies.
 - a. Drivers will be "briefed" prior to each field trip.
 - b. Maps and emergency phone numbers will be distributed to drivers before each trip.
 - c. Students will be assigned to vehicles by the teacher.
 - c. Emergency treatment forms will be given to drivers prior to leaving the school.
 - d. Please return these forms to the teacher after returning to the school
 - e. Drivers will uphold and enforce school policies, procedures, and behavioral standards while in charge of students in their vehicle.