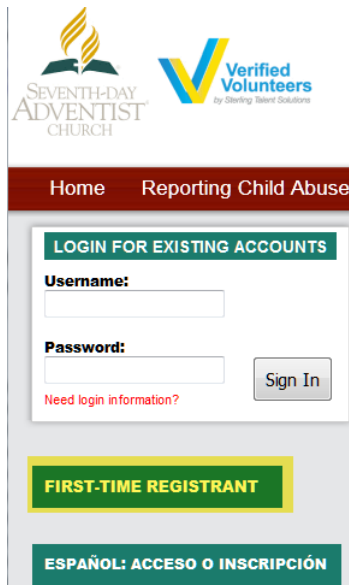


Volunteer Screening Procedure Step-by-Step Instructions

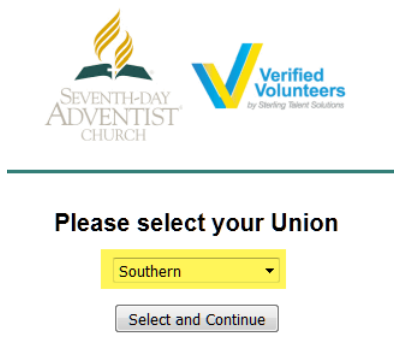
Step 1: Click to go to the website: www.ncsrisk.org/adventist

Step 2: Create your login account by clicking the button “FIRST-TIME REGISTRANT”



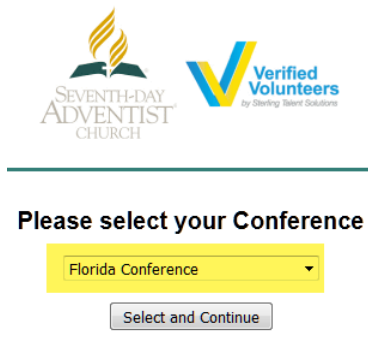
The screenshot shows the top of the website with the Seventh-Day Adventist Church logo and the Verified Volunteers logo. Below the logos is a navigation bar with "Home" and "Reporting Child Abuse". The main content area features a "LOGIN FOR EXISTING ACCOUNTS" section with fields for "Username:" and "Password:", a "Sign In" button, and a link for "Need login information?". Below this is a prominent green button labeled "FIRST-TIME REGISTRANT" and a link for "ESPAÑOL: ACCESO O INSCRIPCIÓN".

Step 3: For your Union, select “Southern”



The screenshot shows the Seventh-Day Adventist Church and Verified Volunteers logos at the top. Below them is a heading "Please select your Union". Underneath is a dropdown menu with "Southern" selected. Below the dropdown is a button labeled "Select and Continue".

Step 4: For your Conference, select “Florida Conference”



The screenshot shows the Seventh-Day Adventist Church and Verified Volunteers logos at the top. Below them is a heading "Please select your Conference". Underneath is a dropdown menu with "Florida Conference" selected. Below the dropdown is a button labeled "Select and Continue".

Step 5: Establish your username and password

(Your username is case-sensitive and can be your email address. Your password is case-sensitive and must be at least 8 characters.)

Step 6: Enter your contact information

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name: *

Middle Name:

Last Name: *

Email:

Home Address: *

Home Address 2:

City: *

State/Province/Region: *

ZIP/Postal Code: *

Country: *

Daytime Phone: *

Ext:

Cell Phone: *+

Last 4 digits of SSN: *

Date of Birth: *

* Required field

* One field in this group is required

+ By providing your mobile phone number, you are agreeing that Seventh-Day Adventist may send you text messages (including SMS and MMS) to that phone number. Text message or data rates may apply

Step 7: Select the location where you will volunteer



Please select the primary location where you work or volunteer.

Location:

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

(You may select multiple locations. For example, Naples SDA Church and Naples Adventist Christian School.)

Step 8: Select your volunteer role. For Buddy Break, select Children Ministry.



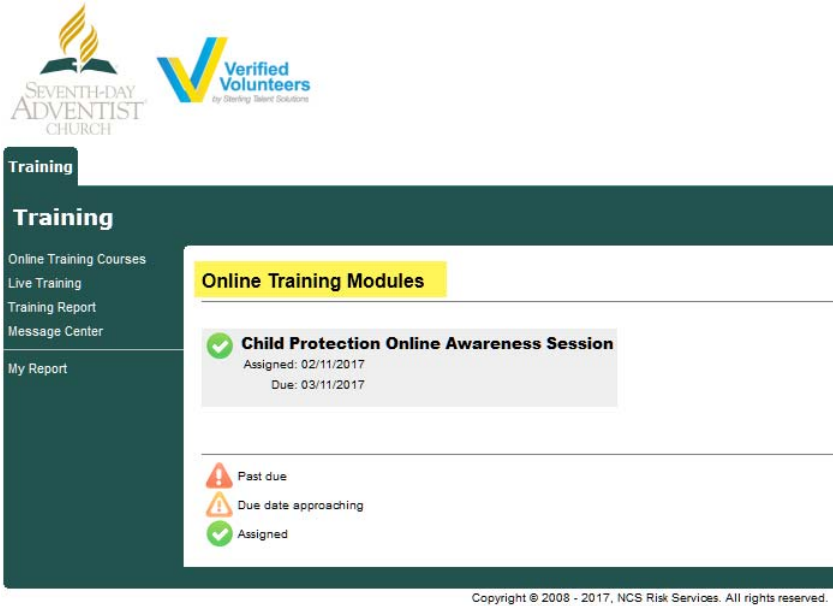
Please select your roles

Please check all that apply.

- | | |
|-----------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Admin Asst/Secty | <input type="checkbox"/> General Staff - Camps (Employee) |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> General Staff - Camps (Volunteer) |
| <input type="checkbox"/> Adventurers | <input type="checkbox"/> IT/IS |
| <input type="checkbox"/> After Sch Care (Employee) | <input type="checkbox"/> Lay Pastor |
| <input type="checkbox"/> After Sch Care (Volunteer) | <input type="checkbox"/> Librarian (Employee) |
| <input type="checkbox"/> Assistant Chaplain | <input type="checkbox"/> Librarian (Volunteer) |
| <input type="checkbox"/> Asst Pastor | <input type="checkbox"/> Literature Evangelists (Employee) |
| <input type="checkbox"/> Bible Worker (Employee) | <input type="checkbox"/> Literature Evangelists (Volunteer) |
| <input type="checkbox"/> Bible Worker (Volunteer) | <input type="checkbox"/> Maintenance (Employee) |
| <input type="checkbox"/> Business Manager | <input type="checkbox"/> Maintenance (Volunteer) |
| <input type="checkbox"/> Business Office Assistant | <input type="checkbox"/> Manager/Asst |
| <input type="checkbox"/> Camp Assistant (Employee) | <input type="checkbox"/> Medical Personnel |
| <input type="checkbox"/> Camp Assistant (Volunteer) | <input type="checkbox"/> Medical Support (Employee) |
| <input type="checkbox"/> Camp Ranger/Assist. | <input type="checkbox"/> Medical Support (Volunteer) |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> Ministry Support |
| <input type="checkbox"/> Children Ministry | <input type="checkbox"/> Music (Employee) |
| <input type="checkbox"/> Classroom Aide | <input type="checkbox"/> Music (Volunteer) |
| <input type="checkbox"/> Coach (Employee) | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Coach (Volunteer) | <input type="checkbox"/> Office (Employee) |
| <input type="checkbox"/> Conference President | <input type="checkbox"/> Office (Volunteer) |
| <input type="checkbox"/> Conference Secretary | <input type="checkbox"/> Pastor |
| <input type="checkbox"/> Conference Treasurer | <input type="checkbox"/> Pathfinders |
| <input type="checkbox"/> Counselor (Employee) | <input type="checkbox"/> Program Support |
| <input type="checkbox"/> Counselor (Volunteer) | <input type="checkbox"/> Radio Station Volunteer |
| <input type="checkbox"/> Custodian (Employee) | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Custodian (Volunteer) | <input type="checkbox"/> Security (Employee) |
| <input type="checkbox"/> Deacon/Deaconess | <input type="checkbox"/> Security (Volunteer) |
| <input type="checkbox"/> Dean | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Departmental Dir/Assc | <input type="checkbox"/> Teacher Aid |
| <input type="checkbox"/> Director | <input type="checkbox"/> Teacher-Sabbath Sch |
| <input type="checkbox"/> Driver (Employee) | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Driver (Volunteer) | <input type="checkbox"/> Vacation Bible Sch |
| <input type="checkbox"/> Elder | <input type="checkbox"/> Youth Director |
| <input type="checkbox"/> Food Service (Employee) | <input type="checkbox"/> Youth Lay Pastor |
| <input type="checkbox"/> Food Service (Volunteer) | <input type="checkbox"/> Youth Ministries |

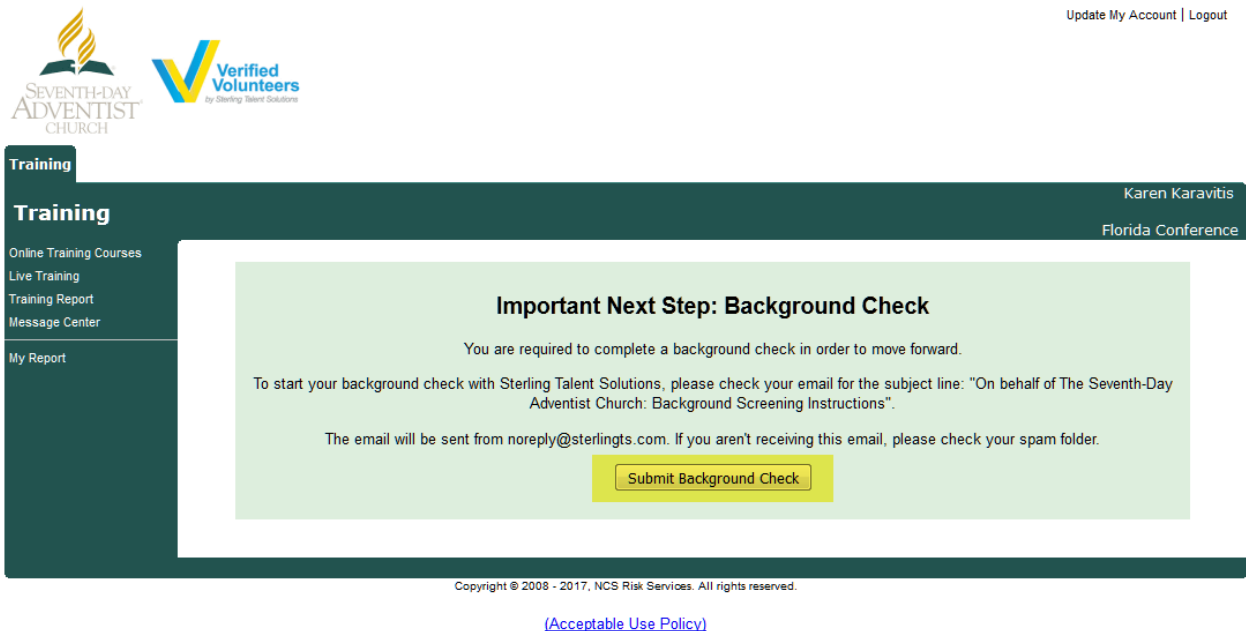
Continue

Step 9: Complete your training modules



The screenshot shows the 'Training' section of the Verified Volunteers portal. At the top left are the logos for the Seventh-Day Adventist Church and Verified Volunteers. The main content area is titled 'Online Training Modules' and features a card for the 'Child Protection Online Awareness Session'. This card indicates it was assigned on 02/11/2017 and is due on 03/11/2017. Below the card, there is a legend with three items: 'Past due' (red warning icon), 'Due date approaching' (orange warning icon), and 'Assigned' (green checkmark icon). The 'Assigned' status is currently selected. A sidebar on the left contains navigation links: 'Online Training Courses', 'Live Training', 'Training Report', 'Message Center', and 'My Report'. At the bottom of the page, there is a copyright notice for NCS Risk Services and a link to the 'Acceptable Use Policy'.

Step 10: After you complete the training module, click the button “Submit Background Check”



The screenshot displays a message titled 'Important Next Step: Background Check'. The message text reads: 'You are required to complete a background check in order to move forward. To start your background check with Sterling Talent Solutions, please check your email for the subject line: "On behalf of The Seventh-Day Adventist Church: Background Screening Instructions". The email will be sent from noreply@sterlingts.com. If you aren't receiving this email, please check your spam folder.' A yellow button labeled 'Submit Background Check' is positioned at the bottom of the message. The user's name 'Karen Karavitis' and 'Florida Conference' are visible in the top right corner. The sidebar on the left is identical to the previous screenshot. The page includes the same logos, copyright notice, and 'Acceptable Use Policy' link as seen in Step 9.

Step 11: Watch for email from Adventist Support and upon receipt, click the link to proceed with your background check.

NOTE: If you have any questions or need technical assistance, please contact the Adventist Support group at AdventistSupport@verifiedvolunteers.com.