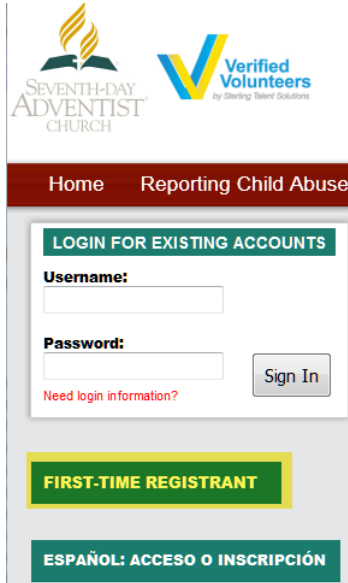


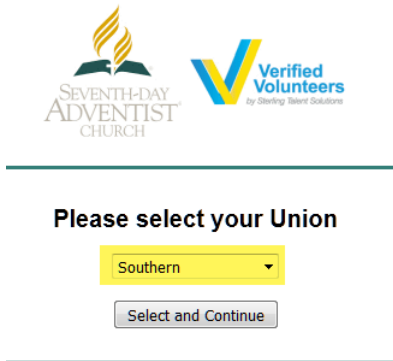
# Volunteer Screening Procedure Step-by-Step Instructions

**Step 1:** Click to go to the website: [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist)

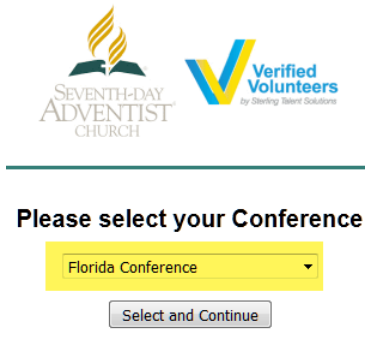
**Step 2:** Create your login account by clicking the button “FIRST-TIME REGISTRANT”



**Step 3:** For your Union, select “Southern”



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



**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**



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**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

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(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.



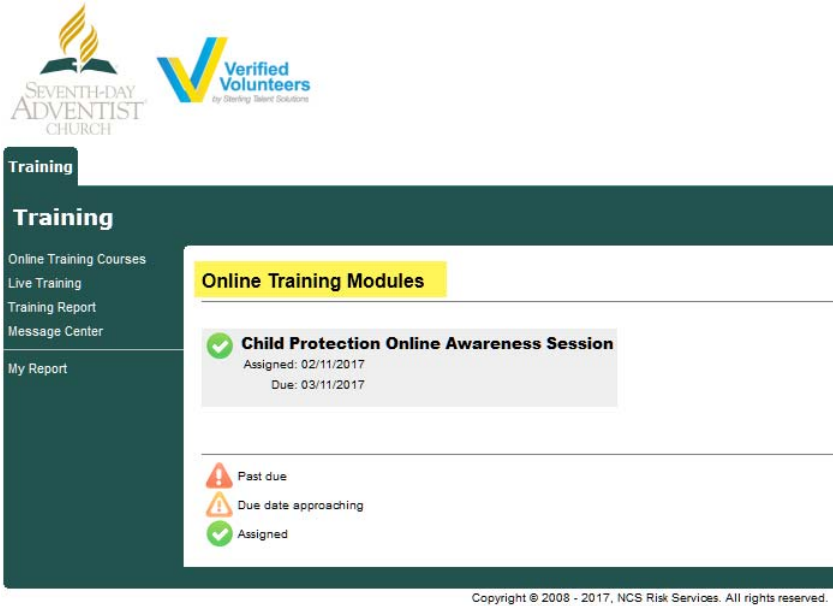
**Please select your roles**

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                   |

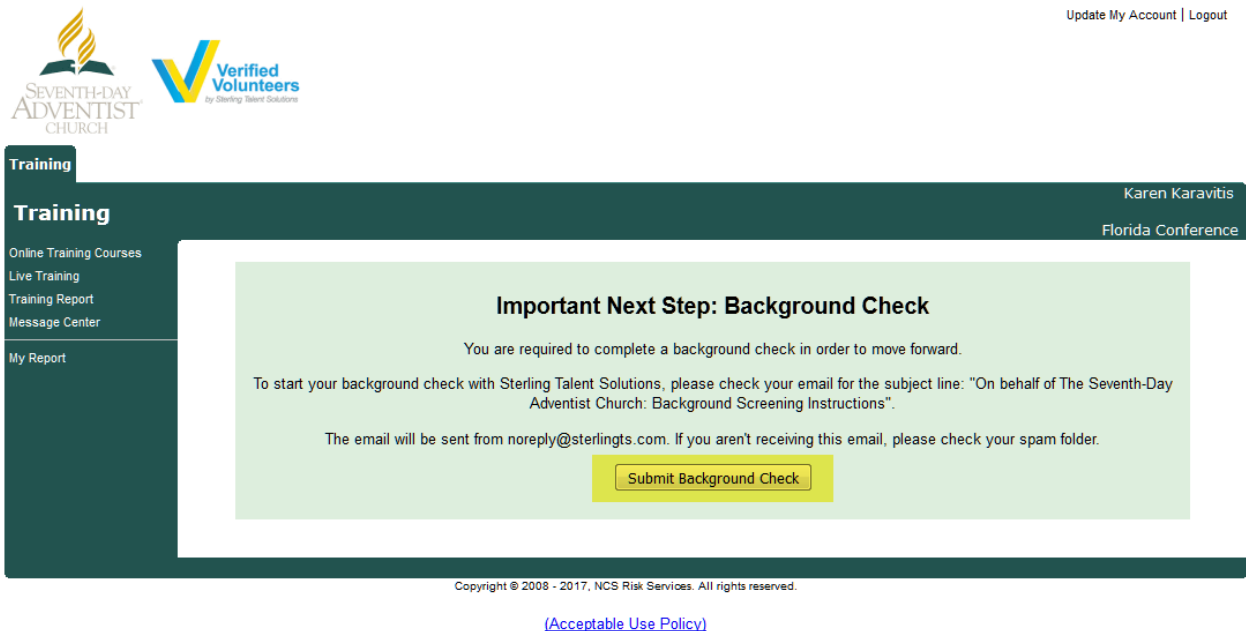
Continue

## 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 page has a dark green sidebar with navigation links: 'Online Training Courses', 'Live Training', 'Training Report', 'Message Center', and 'My Report'. The main content area is titled 'Online Training Modules' and features a card for the 'Child Protection Online Awareness Session' with a green checkmark icon. Below this card are three status indicators: 'Past due' (red exclamation mark), 'Due date approaching' (orange exclamation mark), and 'Assigned' (green checkmark). At the bottom of the page, there is a copyright notice and a link to the 'Acceptable Use Policy'.

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



The screenshot shows the 'Important Next Step: Background Check' message in the Verified Volunteers portal. At the top right, there are links for 'Update My Account' and 'Logout'. The page header includes the Seventh-Day Adventist Church and Verified Volunteers logos, and the user's name 'Karen Karavitis' and 'Florida Conference'. The main message is displayed in a light green box with the following text: 'Important Next Step: Background Check', '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".', and '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 box. At the bottom of the page, there is a copyright notice and a link to the 'Acceptable Use Policy'.

**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](mailto:AdventistSupport@verifiedvolunteers.com).