



# LODI SEVENTH-DAY ELEMENTARY SCHOOL

## Volunteer Packet

Dear Families,

We know many of you enjoy helping out in the classroom, helping with events, and attending field trips. We appreciate your help so much! For your child's safety, we have a clearance process that must be completed prior to volunteering. Please turn in packet and required documents at least seven days prior to the event, to allow proper processing time. **Clearance is valid for three years.** Each year we will need a current copy of your driver's license and proof of auto insurance every six months (sooner or later depending on expiration date). **First two volunteers, no charge, per family, each additional \$25.**

### Volunteer Check-Off List

	Date	Completed
Packet Signed & Completed		
Driver's License		
Auto Insurance		
Online Training		
Background Check		

# Guidelines for Volunteers

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Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

## ***My Commitment to Volunteer Ministry***

I will,

1. Never leave a child or group of children for whom I am responsible unattended. I will provide appropriate supervision at all times.
2. Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.
3. Always ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure another adult works with you as care is provided.)
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." (Always keep hands at (not below) the shoulder level. A caregiver's kiss should be to the forehead or cheek only - not elsewhere. For small children who like to sit on laps, I will encourage them to sit next to me.)
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse.
10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.

The North American Division of the General Conference of Seventh-day Adventists and Adventist Risk Management, Inc., recommend these Guidelines for Volunteers, which serve as a protection to you, your ministry, and the church from allegations of abuse.

I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.

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Volunteer Signature

Date



**Northern California  
Conference  
Office of Education  
PO Box 23165  
Pleasant Hill, CA 94523  
925.685.4300  
925.686.2014 (FAX)**

# Educational Volunteer Service Agreement

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Volunteer \_\_\_\_\_ Position \_\_\_\_\_

School \_\_\_\_\_

Supervisor \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

The undersigned, (hereafter the "Volunteer") hereby agrees to perform volunteer services for the above-named Northern California Conference (NCC) institution (hereafter the "institution") on the following terms and conditions:

**Supervision:** Volunteer shall work under the supervision of the supervisor named above and to perform such duties as assigned by the NCC Superintendent of Schools and/or the principal where the Volunteer is assigned. Volunteer also agrees that their personal conduct and responsibility for performing their educational and supervisory duties shall be held to the same standards applicable to a teacher and in accordance with the rules, regulations and policies of NCC and as contained in the Pacific Union Conference Education Code. Volunteer shall, to the best of his/her ability, perform volunteer duties in a safe and reasonable manner so as to avoid injury to Volunteer or others.

**Insurance:** Because volunteers at NCC institutions are not employees of NCC or the institution, they are not covered by workers' compensation insurance for any work-related injuries or illnesses. The institution does provide Volunteer Labor Insurance Coverage through NCC which provides limited medical and other benefits in the event of injury or death to a volunteer while performing volunteer service for an NCC institution. Please read the Volunteer Labor policy, available from the NCC Risk Management Department for a description of policy benefits, limitations and exclusions.

**Volunteer Drivers:** All volunteer drivers must be at least 21 years of age and have an approved good driving record in order to operate a motor vehicle as part of their volunteer service. A volunteer using their own motor vehicle as part of their volunteer service must also show proof of insurance as required by California Law.

**Termination:** The term of the volunteer's service will end on the date noted above or earlier upon determination by the Institution that Volunteer's services are no longer required.

**Release of Liability and Assumption of Risk:** Volunteer acknowledges that their volunteer service activity has certain risks and inherent dangers of injury or even death that cannot be completely eliminated. Volunteer accepts these risks and agrees to release and hold harmless the Institution, NCC, and related organizations and their employees and agents from any and all losses, liability or claims for injury to person or property arising out of or related to volunteer's service described herein.

**General Provisions:** The volunteer acknowledges that their service is voluntary, with no expectation of compensation, and because the volunteer is not an employee of the Institution or NCC, they are not covered by workers' compensation benefits, Social Security, State Disability, NCC employee benefits, including service credit for retirement benefits and other Federal or State benefits or protections that may be applicable to employees. This volunteer agreement shall be construed in accordance with the Laws of the State of California. This volunteer agreement constitutes the entire agreement between the parties, incorporating all previous discussions and understandings and can only be modified in writing, signed by both parties. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

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Volunteer Signature

Date

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Institution Signature

Date



**Adventist Education**

**Northern California  
Conference  
Office of Education  
PO Box 23165  
Pleasant Hill, CA 94523  
925.685.4300  
925.686.2014 (FAX)**

# Transportation Information for Volunteer Cars

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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 8, or under a height of 4 feet 9 inches, 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:

\$15,000/\$30,000/\$5,000

\$100,000/\$300,000/\$50,000

\$250,000/\$500,000/\$50,000

California required minimum

Recommended

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  
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# Registration Instructions

## Adventist Child Protection Screening

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

**Step 1:** Go to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist) and click on the first-time registrant button

**Step 2:** Select the Union: Pacific and Conference: Northern California where you work or volunteer

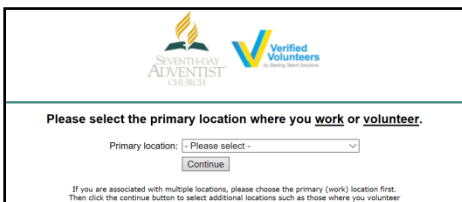
**Step 3:** Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



The screenshot shows the 'Create a user ID and password' screen. It includes the logos for Seventh-day Adventist Church and Verified Volunteers. The main heading is 'Please create a user id and password that you will use to access your account'. Below this, there are instructions: 'Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like Janis and Roger 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 two input fields: 'Create a User ID:' and 'Create a Password:'. A 'Continue' button is located below the password field. At the bottom, there are additional instructions: 'Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 8 characters long.' A red link 'Incorrect note about selecting passwords' is visible at the bottom left.

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

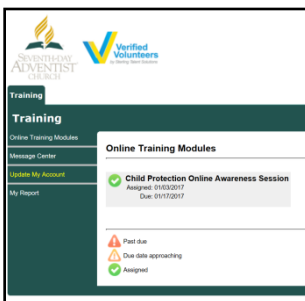
**Step 5:** Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.



The screenshot shows the 'Please select the primary location where you work or volunteer' screen. It includes the logos for Seventh-day Adventist Church and Verified Volunteers. The main heading is 'Please select the primary location where you work or volunteer.' Below this, there is a dropdown menu for 'Primary location:' with the text '- Please select -'. A 'Continue' button is located below the dropdown. At the bottom, there are instructions: '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 (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.



The screenshot shows the 'Online Training Modules' screen. It includes the logos for Seventh-day Adventist Church and Verified Volunteers. The main heading is 'Online Training Modules'. Below this, there is a list of training modules. The first module is 'Child Protection Online Awareness Session' with a green checkmark icon, assigned on 01/02/2017 and due on 01/17/2017. Below this, there are three status indicators: 'Past due' with a red triangle icon, 'Due date approaching' with a yellow triangle icon, and 'Assigned' with a green checkmark icon.

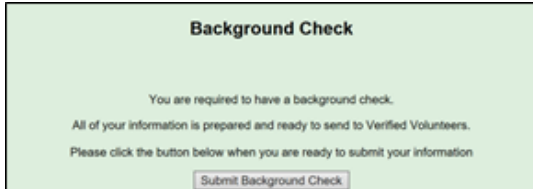
### Additional Details:

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.

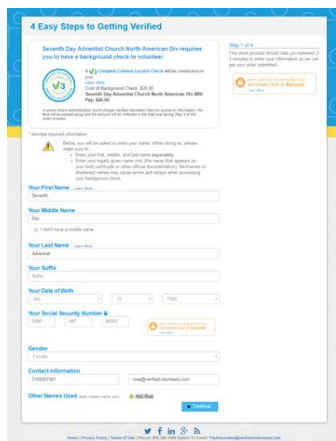
**Step 8:** Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour).

[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).



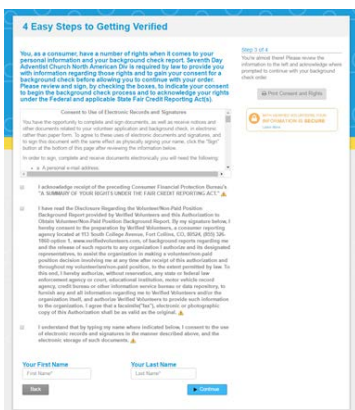
**Step 10:** If you are a volunteer, you will be directed to complete the Verified Volunteers Background Check by clicking on 'Complete the Verified Volunteers Background Check'. Verified Volunteers will require you as a volunteer to claim your account using three pieces of information – email address, 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.