



## **VOLUNTEER PACKET**

Revised 8/2/18 (Rev 2.7)

**Please carefully read this packet and take the Armatus® course completely.  
These guidelines and tools are extremely important.**

**Volunteers are not permitted to have unsupervised access to  
kids until these requirements have been met.**

<b>Page 2</b>	<b>Armatus® Online Abuse Prevention Instructions</b>
<b>Page 4</b>	<b>Volunteer Student Interaction Guidelines</b>
<b>Page 12</b>	<b>Background Check / Volunteer Application</b>

## Armatus® Online Abuse Prevention Training by Praesidium



**Welcome to YFC's Online Abuse Prevention Training**, the instructions from Praesidium will get you started, with directions to log in and access the training. Thank you for taking the time to seriously consider this issue and honor our responsibility for the safety of every young person in YFC.

### **THIS TRAINING MUST BE COMPLETED BEFORE TURNING IN YOUR VOLUNTEER APPLICATION**

---

**Welcome to Armatus!** We have developed some helpful hints to ensure you retain what you learn. Good luck and enjoy your course.

#### **1. Right Place, Right Time**

Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions—simple as that. Set aside 30 to 45 minutes so you don't have to hurry.

#### **2. Take your Time**

Have patience and take your time. Read carefully to make sure you fully understand the content. Instead of rushing through the training, plan to complete only one or two courses each time you login so you can really absorb what you've learned. Complete each course from beginning to end. If you stop a course before you finish it, you'll have to start over at the beginning of the section where you left off.

#### **3. Follow the Orange Arrows**

When it's time to move to the next page, an orange arrow will appear. Click the orange arrow to move forward. Do not use your Internet browser's forward and back arrows or refresh buttons, or you'll find yourself back at the beginning of the course!

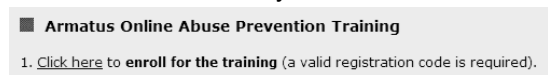
#### **4. Think about It**

Lastly, pause and think about what you are learning. Throughout the course, think about how you can apply what you are learning to your own position. We know that with proper concentration you can understand and apply what you learn. When you pass the quiz at the end of the course, you'll earn credit.

#### **5. Enroll and Begin Training**

**To enroll:**

1. Go to [www.lcyfc.org/armatus](http://www.lcyfc.org/armatus)
2. Click the link that says "1. Click here to **enroll for the training** (a valid registration code is required)."



3. Enter **yfc1090** for the registration code and click "Submit"

4. Fill out the form. Select "Lane County YFC" as the organization and click the link to enroll.
5. Print the page or write down your user login and password for future reference.
6. To begin training immediately click the first link or follow the instructions below to login later.
7. Enter your user login and password (if asked).

Upon logging in, you should see a welcome message from Dan Wolgemuth and a selection of training courses. This is serious material containing very helpful information in a format including personal interviews with both abusers and victims of abuse. You might find it a little difficult to watch, and we all wish we didn't have to think about these issues. However, given the times we live in and the culture we work in, we have to face these issues preemptively and head-on if we're going to take seriously our responsibility to protect kids.

8. Click on **Abuse Risk Management for Volunteers**
9. Click on the orange arrow or button to proceed through the course.
10. Upon completing the course, click on the "print certificate" icon and turn into your site director.

If you have questions along the way, contact Lane County YFC (541) 686-9225 or Praesidium technical support at [support@praesidiuminc.com](mailto:support@praesidiuminc.com) or 817-801-7773.



## Volunteer Safety Policies

Revised 8/2/18 (Rev 2.7)

### Screening and Background Checks

All adults must complete and pass an application/background check and Armatus online training before taking any active roles that would allow the potential for unsupervised interaction with kids. Site directors are responsible for submitting background applications to the administrative staff. The administrative staff will review applicant's background history and have final decision in approving volunteers. Site directors are responsible for maintaining active volunteer rosters to ensure compliance.

### Guidelines for Appropriate Adult Behavior with Students

YFC will promote and implement appropriate, positive interactions among individuals (adults to youth and youth to youth). This is essential in promoting God's love and truth and supports positive youth development. Conversely, inappropriate or harmful interactions have a negative impact on youth, YFC's mission and reputation. Volunteers and staff are not to have any romantic or sexual relationships with any student inside or outside of YFC programs. Such relationships are inappropriate and prohibited and will be referred to proper law enforcement authorities.

### Procedures

Different means of interactions are described in the following "appropriate / inappropriate" lists, with supplied examples of behavior. Appropriate behaviors should be implemented, and inappropriate behaviors avoided.

#### Appropriate Physical Interaction

Side hugs / shoulder to shoulder hugs  
Pats on the back  
Handshakes and high fives  
Touching hands, shoulders and arms  
Arm around the shoulder

#### Inappropriate Physical Interaction

Full frontal hugs, extended or prolonged hugs  
Kissing  
Interaction behind closed doors or in isolated areas  
Touching bottoms, chests, upper leg  
Inappropriate wrestling  
Piggy back rides, Tickling  
Any type of massage youth to adult, or adult to youth  
Bullying, hazing, corporal punishment  
Romantic or sexual contact or viewing pornography  
Any form of affection which is unwanted

In addition to promoting appropriate physical interaction, Youth for Christ is committed to promoting positive verbal communication. In addition to the following list, refer to YFC's Communications Policy and Social Media Guidelines in this document.

#### Appropriate Communication

Praise  
Positive reinforcement  
Appropriate jokes  
Casual conversation  
Positive electronic communication same gender  
Social media/text message announcements

#### Inappropriate Communication

Harsh or threatening language or cursing  
Derogatory remarks, belittling or name calling  
Risqué or sexual jokes or sexually provocative language  
Involving youth in an adult's personal problems  
Secret or private electronic communications of a personal nature  
Opposite gender social media/text message conversations  
Sharing secrets with youth

### Additional Resources/Best Practices

The Lord has called us to do His work, and many resources are available to help us honor our calling. Be encouraged first to pray. We should ask the Lord to guide us in the incident that is before you, to bless our actions,

and be the light He has called us to be in prevailing in such darkness. Develop a list of resources, references, and relationships that can be at your disposal. Pray. Think. Act. If you are ever unsure about the best course of action, contact your site director first. This will allow you to be best protected and coached through situations that may arise. If you ever feel uncomfortable around a student, or have any of the above inappropriate interactions or communication with students, volunteers are required to report this to their site director immediately.

### **General Ministry Supervision Guidelines**

Staff & volunteers need to take the appropriate steps to provide safe environments in the variety of settings where ministry occurs; whether in a home, club setting, school, church, community facility, YFC owned/operated facility, or a camp / retreat center. Employees and volunteers will monitor potential places where abuse can occur. Removing and minimizing the places where sexual or other abuse can occur will provide the greatest opportunity for the YFC mission to be accomplished.

Whenever kids are present, special attention is sometimes needed in areas or situations which are known to create special risk. These include isolated areas, unstructured time and the presence of high risk youth. The following guidelines should be followed:

### **Transporting Students**

Never transport a student of the opposite gender without having one student of the same gender in your vehicle. Always drop off the same gender student last. Always pick up the same gender student first. If you have no other options, cancel the activity.

### **Isolated areas**

Identification of potential isolated areas is critical. Special plans for limiting access, monitoring isolated areas, and controlling access are needed.

### **Ministry in Private Homes**

Common “community” areas of the home where kids are allowed to have access should be identified, and youth should only be in rooms open to everyone. Certain areas should be designated as “off-limits” by setting specific and narrow boundaries where supervision is difficult to provide. No employee or volunteer should ever be alone with a youth in a private room or area of the house. Bedrooms are to be off limits.

At least one other adult should be present. If the event is co-ed, male and female adult representation with appropriate gender ratios should be maintained. Leaders should clearly designate the most appropriate bathroom for youth to use. Only one youth should be in the bathroom at a time.

Overnight events in private homes are prohibited unless expressly approved in advance by the Executive Director or Ministry Director.

### **Ministry in Schools, Community Settings and YFC Owned or Operated Facilities**

On field trips, events, and special outings, participants must respectfully submit to the safety standards and policies set forth by the location they are visiting. Leaders should remind volunteers and employees that the supervision of behavior and safety is still as important as a more confined meeting place, if not more. These events are a privilege that speak of our organization and can either create or eliminate future possibilities.

Appropriate supervision, with appropriate gender ratios, should be provided to all YFC sponsored activities. Special consideration should be given based on the age of the youth and population involved. Youth should be in designated areas and in a group setting.

Youth should not be allowed to wander throughout a facility by themselves. They must be willing to participate in the YFC sponsored activities. Designate certain areas of the ministry site as off-limits by setting specific and narrow boundaries to prevent youth from going into areas difficult to supervise.

Leaders must stay visible, and not put themselves in positions of being alone with a youth where there are no other people present. If youth are in multiple places within a facility, leaders must ensure that all staff are assigned specific areas to supervise. This “zone monitoring” ensures that all accessible areas are monitored. Assign more staff to high-risk areas and activities (ie. water activities, playgrounds, and isolated areas, etc.).

Leaders must supervise who is coming and leaving the event. It is important to know who is among the group, especially if there are unrecognized faces. A warm welcome or 'sad to see you leaving so soon' acknowledges presence and departure.

YFC staff should randomly and periodically supervise bathrooms to ensure that youth are not lingering there. It is important that staff periodically check restrooms so that youth know that an adult could walk in at any time. If possible, employees and volunteers should use staff-only bathrooms.

### **Overnight Events**

Overnight stays present unique risks to youth, staff and volunteers. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for staff and volunteers.

### **Bedtime**

- Separate male and female sleeping accommodations are required.
- Employees or volunteers will not share a bed with a student.
- Employees or volunteers will place themselves in a position for maximum observation during sleeping hours.
- All youth will be accounted for at bedtime.
- Close observation and monitoring will be implemented during bedtime and sleeping times.

### **Supervision Guidelines**

- All overnight activities must be approved by the Executive Director or Ministry Director.
- Supervisors are expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
- When the Executive Director or Ministry Director is not present on overnight activity, a "lead" staff or volunteer must be assigned to supervise the overnight trip or activity.
- Parents should be provided with written information about the overnight activity. All parents must sign a permission slip for their youth to attend the overnight activity.
- Determine the appropriate staff-to-youth or volunteer-to-youth ratios before the event and schedule staff and volunteers accordingly.
- Separate the male and female youth into separate rooms and post staff and volunteers at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
- Assign each employee or volunteer to a specific group of youth to supervise.

### **Overnights at Employee's or Volunteer's Home**

- Overnight stays at private homes are prohibited unless approved by the Executive Director or Ministry Director.
- Require at least two YFC staff or volunteers to be present.
- Provide parents with written information about the overnight activity. All parents must sign a permission slip for their youth to attend the overnight.
- Complete a background check on any other adult who will be in the home during the overnight.

### **Monitoring Behavior**

Youth for Christ recognizes that monitoring and supervision are critical functions of abuse prevention. Excellent supervision and monitoring will provide protection to youth, employees, volunteers, and YFC itself. When interactions are monitored, allegations of abuse or wrongful acts are more easily and accurately investigated and resolved. At the foundation of our ministry, we should protect the youth in our communities. In addition, community trust is at stake. Community partners and stakeholders rely on the diligence of our staff and board to ensure the safety of the youth we serve.

### **Procedures for General Supervision**

Employees and volunteers will be appropriately supervised anytime there are youth involved in an YFC activity or YFC sponsored event. Leadership will look for any behavior that has the appearance of being inappropriate, regardless of whether the initiator is an adult volunteer, employee, student helper, parent or other students.

### **Procedures for Monitoring Youth Interaction**

When at all possible, at least two adult leaders should be present when interacting with youth. Ministry should never be done alone. One adult should not be alone behind closed doors with one young person. This not only protects youth from abuse, but also protects leaders from false allegations.

In circumstances when it is not possible to have two adults present, all of the following should be implemented:

- One on one meetings should occur in a public place.
- Never meet one on one with the opposite gender.
- Parental approval should be obtained.
- Meet during the day/avoid late night meetings.
- Parental guidelines must be followed.
- Limit physical affection.
- When counseling, have an open door or clear line of sight with others present

### **Youth Supervision**

Leaders should take special note of youth who separate themselves from the group (either alone or with other youth). Students that are participating in YFC events/ functions are not allowed inappropriate contact with other youth. Students should not engage in illegal activity with other students or adults.

### **Hazing & Bullying**

There is zero tolerance for the act of "hazing." Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. This encompasses employees, volunteers, and students between peer groups and across groups.

There is a zero tolerance for bullying. Bullying is defined as aggressive behavior that is intentional and involves an imbalance of power or strength, usually repeated over time. Bullying involves such actions as hitting/punching; teasing/name-calling (verbal bullying); or intimidation through gestures or social exclusion. Bullying also includes cyber-bullying (intimidation through use of technology).

### **PDA (Public Display of Affection)**

Special attention / supervision must be given to youth who are attracted to other youth. Couples should not be allowed to "make-out," sit under blankets together, display inappropriate physical affection, and/or be in isolated areas.

### **Mixed Age Groups**

In most incidents involving one youth abusing another youth, the youth are from different age groups. Each ministry is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve youth from different age groups. Employees and volunteers must be aware that close supervision is required when monitoring programs that include youth of different ages.

### **Responding to Inappropriate Behavior**

All volunteers should be very familiar with the guidelines set forth in this document. If interactions among adults and youth or between youth to youth fall outside of these guidelines, then volunteers should take note and follow the below reporting procedures. When uncertain if a behavior was inappropriate or not, volunteers should approach their site director to ask about the situation. If at any point the volunteer questions a situation, they should approach their site director about it as soon as possible. Additionally, if an employee or volunteer has breached a policy, even when child sexual abuse is not suspected, action must be taken with that employee or volunteer to prevent future breaches of policy.

YFC has a zero tolerance for sexual misconduct with youth. Therefore, if any credible allegation is made, the accused employee or volunteer will be suspended from any involvement with youth until an investigation can be conducted and concluded. If allegations are admitted or confirmed for sexual misconduct an employee or volunteer will be terminated immediately. If the allegations prove baseless or are proven false, the employee or volunteer may be reinstated to work with youth.

### **Responding to Suspicious or Inappropriate Adult Behavior**

Because YFC is dedicated to maintaining zero tolerance for abuse, every employee and volunteer at YFC must actively participate in the protection of youth. Employees and volunteers should keep their eyes open for suspicious or inappropriate behaviors between adult leaders and youth. In the event that employees or volunteers observe any suspicious or inappropriate behaviors on the part of other adult leaders, they should immediately report their observations to their site director, or if necessary, the Ministry Director or Executive Director by calling

541.686.9225. All reports of suspicious or inappropriate behavior with youth will be taken seriously. YFC's procedures will be carefully followed to ensure that the rights of all those involved are protected.

### **Action Steps for Leaders:**

1. Interrupt the behavior.
2. Report the behavior to your site director. If the report is about your supervisor, contact the Ministry Director or Executive Director by calling 541.686.9225.
3. Document the report but do not conduct an investigation. Keep reporting until the appropriate action is taken.

### **Reporting to Law Enforcement Authorities**

It is the policy of Lane County Youth For Christ that any suspected or known abuse must be reported to the proper Law Enforcement or Child Welfare Authorities. All employees and volunteers must report any suspected abuse or neglect of a youth—whether on or off YFC property or whether perpetrated by staff, volunteers, or others—to the proper Law Enforcement or Child Welfare Authorities. Contact your site director, or the Ministry Director or Executive Director at 541.686.9225 for assistance in this process. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

### **Responding to Inappropriate or Sexualized Behaviors in Youth**

Unfortunately, abuse between youth to youth does happen and has increased significantly. Youth-to-youth sexual activity and sexualized behaviors often remain unreported in organizations because employees and volunteers are not comfortable documenting these situations, or may not know how.

Sexualized behavior can be defined as, but not limited to, any type of sexual acting out that involves physical touch regardless if is considered consensual or "age appropriate." Youth sexualized behavior could also include any type of non-contact sexual activity including exposing themselves to others, using sexualized names, using inappropriate sexual language, sexual hazing, making sexual gestures, exposing others to pornography, taking and sharing inappropriate pictures of a sexual nature (i.e. sexting), or playing sexualized games (i.e. truth or dare).

Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as namecalling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the YFC environment safe. In order to adequately respond to and track incidents which occur at a YFC sponsored event, all sexual activity between youth and sexualized behaviors of youth must be consistently documented. In the event that an employee or volunteer sees a youth exhibit sexualized behaviors or suspects youth-to-youth sexual activity, the employee or volunteer is instructed to do the following:

- Interrupt the behavior and separate the youth. Do not investigate.
- Report the behavior to a supervisor or YFC director.
- The YFC director is responsible for notifying the parents/guardians of youth involved.
- Document your report with factual information only. Opinions should not be included on the incident report.

## **ELECTRONIC COMMUNICATIONS, SOCIAL MEDIA AND MINISTRY GUIDELINES**

The terms "electronic communications" and "social media" refer to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and real-time web communities.

### **Honor God**

YFC staff and volunteers are expected to live above reproach.



**Utilize the tools prudently**

Ministry is relationships. That's what we're about. Recognize the benefits, and possible implications of these tools.

**Choose "Friends" Wisely.**

By accepting someone as a "friend" and associating with them, you allow everyone you are friends with online to see their activity. Social networks are a great way to minister to people, but carefully, prayerfully weighing the risks is highly recommended.

**Relational Guidelines & Inappropriate Electronic Communication (ie: Social Network Messaging, Texting, etc.)**

Personal, opposite gender one-to-one electronic conversations between YFC staff/volunteers and students are inappropriate. Personal conversations between the same gender are to be handled with the utmost care. YFC staff and volunteers should be hesitant to engage in in-depth, reoccurring communication with students that could foster "fantasy relationships", inappropriate relationships, or the appearance of misconduct.

Any counseling offered should be restricted to spiritual counseling – do not offer counseling of an emotional health or mental health nature. If mental or emotional health counseling is needed, refer to a professional licensed for such counseling.

**Listen and Respond.**

Because effective ministry takes place when we listen well, then respond. Staff & volunteers are encouraged to "listen and respond" more than we post about ourselves. Social media expert Michael Hyatt recommends the 20-To-1 Rule: "you have to make 20 relational deposits for every marketing withdrawal." In other words, we should be listening and responding 20 times more often than promoting something.

**Be selective**

There are a variety of digital media available. Choose the right medium for your message.

**Be responsible**

Social media are individual interactions, not official communications. Staff and volunteers of Youth for Christ are personally responsible for their posts.

**Be authentic**

Authenticity and transparency are driving forces behind social media. Use real identities rather than anonymous posts and comments.

**Be respectful**

Express personal views with appropriate language, and encourage unity.

**Authoring Guidelines & Personal Responsibility**

Staff and volunteers' electronic communications are made in their personal capacity and not on behalf of Youth for Christ. Statements made by staff and volunteers of YFC should not be taken as expressing the formal position of YFC unless the speaker is specifically authorized to do so. When possible, all staff should try to separate work electronic communications from personal communications, even if it means have separate accounts on social media or blog sites. If personal and work related communications are mixed, it is important that the individual monitor and delete any questionable third party comments posted on a site that they have control of.

**Posting Photos**

While posting photos is easy, sound judgment should be used. The context of a photo cannot always be communicated. So the appearance of misconduct or questionable character is just a few clicks away. Don't post photos that could even remotely be misconstrued. Remember, everyone can see the photos you post. You are representing the body of Christ and the ministry of YFC in every photo you publish.

Your supervisor should have visibility to these photos and have the ability to monitor postings.

Photos of minors should not be posted without the permission of their parents.

**Posting Links, Blogs, Videos, etc.**

Social networks make it even easier to publish all sorts of content in addition to just photos. However, the same general principles apply. Don't post any content that could even remotely be misconstrued as misconduct or of questionable character. Your supervisor should have visibility to these social media networks and have the ability to monitor postings. Never post pictures of children without proper consent or approval. Check with your supervisor.

**Remember, your words are public and permanent.**

A blog or community post is visible to the entire world for a long time. Even "deleted" posts - whether in verbal or visual medium are archived on the internet through several venues.

**Copyright Laws**

Staff and volunteers should comply fully with copyright law when posting and uploading copyrighted materials.

**Respect Privacy of Others**

In particular, personally identifiable information (name, phone number, address or email address) should not be disclosed without the prior written consent of the person identified. Even with consent, appropriate privacy settings and levels should be utilized.

**Marriage Protection**

Married staff and volunteers are strongly encouraged to communicate with their spouse about their online activity, including social networking login/password information. Complete transparency is absolutely imperative. It is up to each husband and wife to establish boundaries with the use of social networks and online media (websites, email, message boards, etc). These boundaries could include:

- Keeping one another informed of "friend requests" including requests from one another's past. Over-communicating could be helpful.
- Telling one another about communication that has occurred online.
- Limiting or not allowing one-on-one, in-depth communication with people of the opposite gender.
- We encourage our married staff to consider the risks associated with traveling alone with adults of the opposite gender.

**VEHICLES**

The cost of all traffic or parking violations incurred is the responsibility of the driver. In the event of an accident for which the staff member is cited or deemed responsible by the division head and/or Executive Director, insurance deductibles will be charged to account that the vehicle was being used for.

**Requirements**

15 passenger vans are not permitted

Volunteer drivers must:

- Be at least 21 years of age
- Hold a valid driver's license (and current medical card for bus drivers)
- Have a cleared volunteer application on file at the Lane County YFC office.
- Have current proof and coverage of at least 100k/300k liability insurance

**DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS  
YOUTH FOR CHRIST USA**

**DISCLOSURE**

In connection with your application for employment with YOUTH FOR CHRIST USA (including any independent contract for services and volunteer work) or when deciding whether to modify or continue your ongoing employment (if hired), YOUTH FOR CHRIST USA may obtain a “consumer report” and/or an “investigative consumer report” on you from **Praesidium, Inc.**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history(if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to **Praesidium, Inc.** should be directed to **Praesidium, Inc.; Consumer Disputes; P.O. Box 202002**

**Arlington, TX 76006. 1 (800) 743 - 6354.**

**MAINE AND NEW YORK APPLICANTS OR EMPLOYEES ONLY:** You have the right to inspect and receive a copy of your investigate consumer report requested by YOUTH FOR CHRIST USA by contacting the consumer reporting agency identified directly above.

**AUTHORIZATION**

I hereby authorize, without reservation, the obtaining of “consumer reports” or “investigative consumer” reports by YOUTH FOR CHRIST USA\_ at any time after receipt of this authorization and throughout my employment, or service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish Praesidium, Inc. or YOUTH FOR CHRIST USA with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

**By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).**

**NEW YORK APPLICANTS OR EMPLOYEES ONLY:** By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

**MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY:** Please check this box if you would like to receive a copy of a consumer if one is obtained by the company.

**CALIFORNIA APPLICANTS OR EMPLOYEES ONLY:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

The following is information required in order for **YOUTH FOR CHRIST USA** to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)		SCHOOL or PROGRAM APPLYING TO
STREET ADDRESS		CITY STATE ZIP
COUNTIES YOU HAVE LIVED WITHIN THE PAST TEN YEARS (USE BACK OF SHEET IF YOU NEED ADDITIONAL SPACE) (Circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY)		
SOCIAL SECURITY NUMBER		DATE OF BIRTH *
DRIVER'S LICENSE NUMBER		ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)		
CONSUMER'S SIGNATURE		DATE

\* This information will be used for background screening purposes only.

**NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

YOUTH FOR CHRIST USA (the "Company") intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.**

The source of any credit report will be **Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.** The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy to be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

---

**Background Check Consent**

© 2011, Praesidium, Inc. All rights reserved.



# Volunteer Application

Since 1947, Lane County YFC has been reaching young people everywhere, working together with the local church and other likeminded partners to raise up lifelong followers of Jesus who lead by their godliness in lifestyle, devotion to the Word of God and prayer, passion for sharing the love of Christ and commitment to social involvement.

### LANE COUNTY YOUTH FOR CHRIST PROGRAMS:

**CAMPUS LIFE** combines healthy relationships with creative programs to help young people make good choices, establish a solid foundation for life, and positively impact their schools.

**JUVENILE JUSTICE MINISTRY** seeks to engage young people at the Lane County Juvenile Justice Center. Caring adults share hope with students who are struggling through difficult circumstances.

**PARENT LIFE** reaches parenting teens and their children through intentional relationships with trained adults and community partners, empowering the teens to make good life choices and further their education.

### All of us at Lane County Youth for Christ appreciate your interest in serving alongside us!

A clear understanding of your background will help us potentially place you in a position that meets your objectives, and will allow us to maintain our high standards of care with the youth of this community.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

In what ministry or area do you intend to serve? (Check all that apply)

- High School Campus Life – (High School \_\_\_\_\_ )
- Parent Life
- Volunteer Driver
- Office Volunteer
- Middle School Campus Life – (Middle School \_\_\_\_\_ )
- Juvenile Justice Ministry (JJM)
- Trip or Event Volunteer
- Other \_\_\_\_\_

How did you find out about YFC?: \_\_\_\_\_

Have you completed the Armatus® Online Abuse Prevention Training? YES  **MUST BE COMPLETED PRIOR TO SUBMITTING APPLICATION**

Are you 18 years of age or older?  YES  NO (IF YES, PLEASE FILL OUT ATTACHED BACKGROUND CHECK)

Do you intend to drive students?  YES  NO

Do you attend church regularly?  YES  NO

How often do you attend? \_\_\_\_\_

What church do you attend? \_\_\_\_\_ Church address: \_\_\_\_\_

Describe when and how you became a Christian (attach additional pages if necessary):

---



---



---



---



---



---



---

Why do you want to volunteer with Youth For Christ?:

---



---



---



---



---

**PERSONAL, PROFESSIONAL & PASTORAL REFERENCES:**

Please list three people, not related to you, who can evaluate your capabilities and character. One should be your pastor.

1.				
Name	Address	Email	Phone	Relationship
2.				
Name	Address	Email	Phone	Relationship
3.				
Name	Address	Email	Phone	Relationship

**ALL OF OUR STAFF AND VOLUNTEERS MUST AFFIRM OUR STATEMENT OF FAITH AS FOLLOWS:**

1. We believe the Bible to be the inspired, the infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

**CRIMINAL AND DISCIPLINARY RECORD**

Because our mission and purpose as a Christian ministry is to bring hope, love, and healing to young people and their families, it is of great importance that we endeavor at all times to build our team with people of the highest moral and spiritual character. To maintain our high standards, we must ask all applicants to be prepared to subject themselves to certain personal, employment and criminal background checks. For that purpose, please answer the following:

A. Have you ever been convicted of a crime or violation other than a minor traffic infraction? **(PLEASE CIRCLE) Yes No**

If yes, please explain:

---

---

B. Have you ever been subject to disciplinary action, suspended, terminated or asked to leave a job or volunteer position by an employer or non-profit organization on the grounds that you engaged in child sexual abuse or neglect, or other unlawful behavior, or on grounds that you violated an employer's sexual misconduct or harassment policy? **(PLEASE CIRCLE) Yes No**

If yes, please explain:

---

---

**ACKNOWLEDGMENT**

I agree with and will adhere to the above Statement of Faith during my time of service.

I certify that the statements I have made are true and correct.

I certify that I have received the volunteer safety policies.

I understand that if accepted as a volunteer, I will be required to abide by all of YFC's policies.

I authorize YFC to investigate any information provided in this application, and I agree to cooperate in such investigations. I further recognize and agree that, as a condition of acceptance as a volunteer, I consent to criminal, financial and motor vehicle background checks from federal, state and local agencies.

I hereby release YFC and all persons supplying information to YFC from all liability, claims for damages, or responsibility whatsoever with respect to information supplied. I further authorize my current employer and references to speak freely to YFC representatives and provide whatever information is required.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_