



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		

Sterling Volunteers

Thank you for serving as a volunteer for the churches and/or schools in the Northern California Conference of Seventh-day Adventists.

REGISTRATION INSTRUCTIONS ADVENTIST CHILD PROTECTION SCREENING

Step 1 Go to www.ncsrisk.org/adventist and click the *First-Time Registrant* option.

Step 2 First select the state and then Conference (Northern California).

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. This data will be case sensitive.

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

Step 5 Select the primary location where you work or volunteer, and click continue. If you work or volunteer in another location (perhaps at a school and a church), select "Yes" and then select a second location.

Step 6 Select your role(s) within the organization. (Multiples may be selected here as well.)

Step 7 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.)

Step 8 Upon completion of your online training, you will be instructed to complete your Background Check. Don't forget this important step!

Step 9 You will be directed to complete the Sterling Volunteers Background Check by clicking on *Complete the Sterling Volunteers Background Check*. Sterling 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 Sterling Volunteers platform to confirm the details required for the background check.

Additional Background Check Information:

- Enter your full LEGAL name – not an alias or nickname
- If you do not wish to use your Social Security Number, check the box *No SSN*.
- The Fair Credit Reporting Act governs all background checks. The NCC is NOT checking your credit report. Use of the word "credit" references the law. You can print a copy of the consent form.

Step 10 Review and complete the consent form.

Step 11 Confirm the information is correct, and click *Submit*. Once the background check has been successfully processed, you will be notified via email.

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 and view your background check completion date. You can also access the "Update My Account" link at the top of the page to update your personal information.

Questions?

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

Sterling Volunteers

Gracias por servir como voluntario para la iglesia y/o escuela en la Conferencia Adventista del Norte de California.

INSTRUCCIONES PARA LA REGISTRACIÓN EXAMEN DE PROTECCIÓN INFANTIL ADVENTISTA

Paso 1 Vaya a www.ncsrisk.org/adventist
seleccione Español:
Acceso o Inscripción
y haga clic en el
botón de inscripción.

Paso 2 Primero seleccione el estado y luego la Conferencia (Norte de California).

Paso 3 Crea una identificación de usuario y una contraseña que pueda recordar fácilmente. Se recomienda utilizar su dirección de correo electrónico como su nombre de usuario.

Paso 4 Proporcione la información solicitada en la pantalla. (Nota: no haga clic en el botón de regresar o se perderá su registro.)

Paso 5 Seleccione el principal lugar de trabajo, servicio voluntario o lugar de oración. Si usted trabaja o es voluntario en otra ubicación, seleccione Si y seleccione la segunda ubicación.

Paso 6 Haga clic en el círculo verde para comenzar la capacitación en línea. Una vez completada, la última pantalla le permitirá imprimir un certificado. (Esta opción dependerá de su conferencia.)

Paso 7 Lea las sugerencias sobre los detalles de la capacitación en línea y luego proceda. Seleccione "Haga clic aquí" para comenzar la capacitación en línea (Nota: la capacitación puede tomar hasta una hora).

Paso 8 Una vez completada su capacitación en línea, se le indicará que complete su verificación de antecedentes. Complete los pasos del proceso de verificación de antecedentes (Nota: la verificación de antecedentes solo tomará de 5 a 10 minutos).

Paso 9 Desde allí, lo llevará automáticamente a una página con el formulario de consentimiento para que se lea y se complete cierta información, que se verá así: (según el paquete de verificación de antecedentes asociado a sus roles).

Información adicional de verificación de antecedentes:

- Ingrese su nombre LEGAL completo - No un alias o apodo
- Si usted no desea dar su seguro social haga, click No SSN
- La Ley de Informes Crediticios Justos (Fair Credit Reporting Act) realiza todas las verificaciones de antecedentes. NO revisamos su informe de crédito. El uso de la palabra "crédito" hace referencia a la ley. Puede imprimir una copia de ese formulario de consentimiento.

Paso 10 Revise y complete el formulario de consentimiento.

Paso 11 Confirme que la información sea correcta y haga clic en enviar. Una vez que la verificación de antecedentes haya sido procesada con éxito, recibirá una notificación por correo electrónico.

Detalles adicionales

Una vez completada la capacitación en línea y la presentación de su verificación de antecedentes, puede iniciar sesión en su cuenta y hacer clic en "Mi informe" para ver la capacitación en línea y ver la fecha de finalización de verificación de antecedentes. También puede acceder a "Actualizar mi cuenta" para actualizar su información personal.

¿Preguntas?

Por favor contáctenos por correo electrónico a AdventistSupport@sterlingvolunteers.com o al 1-855-326-1860 (sin costo)

Educational Volunteer Service Agreement

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.

Volunteer Signature

Date

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

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
Conference
Office of Education
PO Box 23165
Pleasant Hill, CA 94523

GUIDELINES FOR VOLUNTEERS

working with Children and Youth

Because our society is filled with pain, problems, and litigation caused by the improper conduct of people working with children and youth, it is imperative that those working with children and youth at church have meaningful guidelines for conduct—to protect both themselves and those under their care. As a ministry volunteer, you want parents and guardians to feel comfortable and confident with you. *Here are some practical guidelines:*

- ❑ NEVER leave unattended a child or youth or group of children and youth for whom you are responsible. Provide adequate supervision at all times, no matter what.
- ❑ Always have at least one other adult (18 years or older) with you when ministering to children and youth. UNDER NO CIRCUMSTANCES should you allow yourself to be alone with one child or youth.
- ❑ Always ask a person's permission before touching him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
- ❑ Physical and verbal attacks are inappropriate and should not ever be used as discipline. "Time out", or "sit-in-that-chair" may be helpful methods with children or youth.
- ❑ Kids need to be touched appropriately. Keep hugs brief and "shoulder-to-shoulder" or "side-to-side;" always keep your hands at (not below) the shoulder level. A caregiver kiss is to the forehead or cheek only, not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
- ❑ When taking small children to the bathroom, always take another adult along or leave doors open.
- ❑ Be aware of the signs and symptoms of abuse. Be aware of the legal requirements in your locality for reporting abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual abuse.
- ❑ Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege, it is also a deep responsibility that must be approached with the utmost care.



GUIDELINES FOR *All* VOLUNTEERS

Guidelines for all Volunteers: As a volunteer, you should participate in orientation and training programs conducted by your church. Adventist Risk Management and the North American Division recommend the following for all volunteers. These serve as a protection to you and your ministry against charges of abuse:

- ❑ Volunteer screening—All volunteers must complete the screening process required by the NAD through Sterling Volunteers (ncsrisk.org/adventist) every three years.
- ❑ Six-month rule—Do not recruit a volunteer who has been a church member for less than six months.
- ❑ Two-person rule—Have at least two adults present at all times.
- ❑ Glass window rule—If the door to a room does not have glass in or around it, the door should be left open, so the volunteer is in full view.

THANK YOU FOR SERVING AS A VOLUNTEER FOR THE CHURCHES AND/OR SCHOOLS IN NORTHERN CALIFORNIA.

NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS
Risk Management Department

P.O. Box 619015, Roseville, CA 95661 • riskmgmt@nccsda.com • (916) 886-5626