



Occasional Volunteer Application
Acknowledgement, Liability Release, Consent, Waiver

Check One: <input type="checkbox"/> Speaker <input type="checkbox"/> Driver <input type="checkbox"/> Event Help <input type="checkbox"/> Event Chaperone <input type="checkbox"/> Other YFC Staff Member: _____ Event Name: _____ Event Date: _____

Name _____ Home Number (____) _____ Cell (____) _____
 Address _____ City _____ ST _____ Zip _____
 Home Church, Name/Location _____ I am at least 18 yrs. of age. Y / N **Drivers must be 21 years of age.**

Disclosure/Acknowledgment

Employed by _____ (or) student at _____

1. Have you had any traffic violations/accidents in past 3 years? Yes/No * 2. Have you ever been under psychiatric care? Yes/No *
 3. Have you ever been arrested? Yes/No *
 4. Have you ever been accused or convicted of: any offense of sexual misconduct, child abuse, injury to a child, or indecency with a child? Yes/No *
 5. Have you ever been convicted of an offense involving violence or physical harm against another person? Yes/No*
 6. As of this date I do not have any pending criminal charges against me. _____ True/False
- How did you hear about volunteering for Youth for Christ? _____

* Explain any yes/false answers _____

Personal References: PLEASE PRINT CLEARLY

Please list three people who: have known you for 3+ years, are not employed by Youth for Christ and are not related to you. They should be qualified to evaluate your capabilities and character. One must be your Pastor. The YFC Office will call, or mail the reference forms on your behalf.

Name	Address	City	ST	Zip	Phone#	Relationship
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____

Liability Release

As a volunteer for Youth for Christ/USA, I acknowledge that I am not an employee, independent contractor, subcontractor or agent of Youth for Christ/USA; I further understand that Youth for Christ/USA will not provide me with any wages or other compensation, nor any medical insurance, worker's compensation benefits or any other benefits of an employee.

In consideration of my being allowed the privilege of participating as a volunteer for Youth for Christ/USA, I hereby release Youth for Christ/USA and its employees, officers, directors, chapters, ministry sites and all other affiliated persons from and against any and all liability, claims and damages that I may have now or in the future arising in any way from my participation as a volunteer with Youth for Christ/USA. I also agree to indemnify, defend and hold harmless Youth for Christ/USA from and against any and all claims, demands actions and judgments from other persons claiming by or through me due to my participation as a volunteer for Youth for Christ/USA. I affirm that I am 18 years of age or older, and represent that I have my own medical and other insurance coverage to provide me benefits and protection in the event that I am injured or if I cause liability to others. **Please Initial** _____

Consent

I hereby grant permission to Youth for Christ/USA the right to use, reproduce, and/or distribute any photographs, films, video-tapes and sound recordings of me and my child, without compensation or approval rights, for use in materials created for purposes of promoting the future activities of Youth for Christ/USA. **Please Initial** _____

Waiver

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.

I understand that by applying for a position with Youth for Christ, I waive any rights to confidentiality concerning the contents of this application, and hereby authorize Youth for Christ to contact the personal references identified, and past employers.

I agree to allow YFC to do a background check in order to verify information disclosed in this application. I understand they may do a National Background Check through Abso, a national background screening company, and/or fingerprint background check (Ohio BCI

and/or FBI) as part of this verification. All information disclosed in this check is proprietary and confidential within the body of YFC. (Please Circle) **Yes** ___ **No** ___

In signing this document, I agree to the above. I also affirm that all information in this application is true and accurate to the best of my knowledge. I subscribe wholeheartedly to the ministry and work of Youth for Christ, will uphold the beliefs as described in their Statement of Faith and will do nothing to jeopardize the ministry or myself while working for Youth for Christ. I have read, understand and affirm the **CODE OF ETHICS**. **Please Initial** _____

CODE OF ETHICS

1. I declare that I have trusted Jesus Christ as the Lord and Savior of my life and desire for His grace to shine through me (John 1:12).
2. I will make a hearty attempt to live out the Christian faith according to the Word of God, maintaining a vertical relationship with Him through a personal quiet time and a horizontal relationship with others according to I Peter 3:8-9.
3. I will be committed to be a team player striving for unity. I will respect the authority and leadership over me and serve as a servant-leader to those under me.
4. I am committed to being a member and active participant in an evangelical Bible-ministering church (Hebrews 10:25).
5. I declare that I will wholeheartedly and loyally support the ministry of Youth for Christ as a servant with my time, energy and/or personal resources.
6. I will hold with the highest regard my personal, family and marriage responsibilities.
7. I will actively pursue purity from things of this world.
8. I will make every effort to live within my means, avoid extensive debt and practice financial integrity.
9. I will treat every person, including teens with the respect due them, as a creation of God. This will mean no harassment, intimidation or provocation. Correction and discipline shall be done as not to unduly embarrass the individual.
10. I will abstain from sexual immorality (I Corinthians 6:13-18).
11. I will not be alone with the opposite gender.
12. I will not engage in inappropriate conversation or actions.
13. I will not allow myself to be a rumor-mill. I will address the issue with the other staff person and then go to their supervisor who has the appropriate authority. **Please Initial** _____

Date of birth _____ Driver's License number _____ State _____ Classification _____ Do you have this amount of coverage? _____ If not, will you obtain this amount of coverage? _____ Insurance Company _____ Policy Number _____ Expiration Date _____
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YFC Statement of Faith

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.

Signature

Date

SAFE DRIVING & INSURANCE AGREEMENT

PLEASE READ CAREFULLY- sign and date below and submit all *required documents.

**IN ORDER TO TRANSPORT STUDENTS,
YOU MUST HAVE A *MINIMUM OF \$100,000/\$300,000 AUTO LIABILITY
You must be 21 years of age to drive students for Youth for Christ/Campus Life/City Life/JJM**

_____ I WILL NOT DRIVE STUDENTS. _____ please initial here, sign and date at the bottom of this page.

_____ I WILL DRIVE STUDENTS. Date of birth _____ Driver License # _____ State _____ Classification _____

- I will drive students in my own vehicle and will submit a copy of my current *Insurance Declaration Page with my application.
- I will only drive a YFC Vehicle. (RESTRICTIONS MAY APPLY)
- I have a CDL and am willing to drive a bus for YFC.

_____ ALL DRIVERS must submit with this application, a *Copy of their Current Ohio Driver License (both sides)

PERSONS APPROVED TO DRIVE FOR YFC WILL BE NOTIFIED AFTER COMPLETION AND REVIEW OF APPLICATION.

***The following lists the coverage that is required on your personal vehicle if you drive students in your personal vehicle. This is required by YFC/USA and is **not an option**. The coverage page must show the name of the Insurance Company, the name of the insured (YOU) the policy expiration date, and the required coverage, as stated below and can be faxed to 216.252.9882 by your agent:**

1. Must be covered by a reputable company
2. Liability \$100,000 per person, \$300,000 per occurrence
3. Property \$50,000
4. Should be covered by a standard policy which is not restricted to the employee being the only driver

DRIVERS, PLEASE COMPLETE THIS SECTION

Safe Driving Code of Conduct and Agreement

1. I will carry at least \$100,000/\$300,000 Liability Insurance **or refuse to transport others in my vehicle if I do not.**
2. I will submit a current copy of my Liability Insurance to the YFC office if I am driving students in my own vehicle.
3. I will submit a copy of my current Ohio Drivers License to the YFC office.
4. I understand that all drivers of YFC vehicles transporting kids and/or cargo (including rented, borrowed, leased and owned by YFC) **MUST BE AT LEAST 21 YEARS OF AGE.**
 - Drivers under this age limit will not be allowed to operate YFC vehicles or drive students under any circumstances.
5. I affirm that I am **AT LEAST 21 YEARS OF AGE.**
6. I will obtain a valid driver license in the correct class for my YFC driving duties.
7. I will only operate vehicles that are in good operating condition.
8. I will carry an emergency kit with me when transporting others.
9. I will look behind the vehicle twice before backing vehicle.
10. I will always wear seat belts.
11. I will require my passengers to wear seat belts.
12. I will carry no more passengers than the vehicle has seat belts.
13. I will obey all traffic laws.
14. I will keep a safe distance from vehicles in front of me.
15. I will stop driving when I get tired.
16. I will stop the vehicle in order to discipline passengers if discipline becomes necessary.
17. I will keep my mind on my driving, not on the conversations around me.
18. I will check the oil and tire pressure on the YFC vehicle I am driving each week.
19. I will NOT use my cell phone while driving.
20. I will NOT text, access email, or use the web with handheld devices while transporting youth.
21. I will eliminate distractions *while driving* by not using electronic devices, GPS, etc.

Interns should be classified as volunteers. Auto insurance follows the vehicle not the driver.

Office Use

Drive:
Y / N

Ins. on file:
Y / N

Drivers License
on file:
Y / N

Name: _____
Please Print *Signature* *Date*



BACKGROUND CHECK

Dear valued staff or volunteer,

In order to comply with the Youth for Christ National Service Center, we will now be completing background checks with Praesidium, a national background screening company. Bureau of Criminal Investigation and Identification (BCI) and Federal Bureau of Investigation (FBI) background checks will still be required of all persons present in the Cleveland Municipal School District (CMSD), working with students.

Please ask your YFC/CL staff member if you need the BCI/FBI in addition to the Praesidium Background Check.

Upon receipt of your completed application, you will receive an email from Praesidium, Inc. that will include a link to complete your background check. Please be sure to complete **ALL** lines and spaces that are highlighted and read all questions carefully. At the end, you will be prompted to provide a digital signature.

As a reminder, we will not be gathering consumer credit information. In order to work with students, the information that we will be gathering will be: Criminal Searches and Sex Offender Searches.

On behalf of Greater Cleveland Youth for Christ/Campus Life/City Life,

Latisha Brown
Administrative Assistant
Greater Cleveland Youth for Christ
709 Brookpark Rd.
Lower Level, Unit #1
Cleveland, Ohio 44109
Tel: 216-252-9881 (x21)



The YFC/USA Risk Management Department requires all staff and volunteers to complete Safety Training. Please complete the online Sexual Abuse Prevention Training by reading this letter and following these directions.

Upon completion of the training you will be asked to print a certificate and submit it to the YFC Administrative Office.

Thank you for your willingness to volunteer and for the time it will take to complete this training.

Welcome to YFC's Online Abuse Prevention Training for Volunteers, the instructions from Praesidium on the following page 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.

As you follow the instruction, you will see you need to enter the following registration code to log in: **yfc7190**. Once you enter the code, you will be able to select your chapter from a drop-down box (**Greater Cleveland Youth for Christ**) to complete your signup.

Upon logging in, you should see a welcome message from Dan Wolgemuth, YFC/USA President, and the training course listed that must be completed. 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. The required course for volunteers is:

Abuse Risk Management for Volunteers

This module shows volunteers how molesters operate, the devastating effects of abuse, and the specific steps volunteers can take to prevent abuse and false allegations of abuse.

If you encounter problems logging in or need further assistance, Praesidium's technical support team is ready to assist you. Contact them at support@praesidiuminc.com or 817-801-7773.

Welcome to Armatus! We have developed some helpful hints to ensure you retain what you learn. To complete the training you will need: a computer with Internet access, audio connection, scrap paper, inkpen or pencil & access to a printer. Good luck and enjoy your courses.

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 – 45 minutes for each course 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 on 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 and a printable certificate.

5. Enroll and Begin Training

To enroll:



1. Open a web page. In the browser enter www.website.praesidiuminc.com/EnrollNow
2. Enter the registration code: **yfc7190**
3. Fill out the form and click the link to enroll. (A valid email address is not required. This section may be bypassed by adding **'N/A' in the email address box.**
 - a. **Organization is Greater Cleveland YFC**
 - b. **Choose your role: Employee or Volunteer**
4. Print the page or write down your user login and password for future reference.
5. Begin training immediately by clicking on **'Log In'**.

To complete training:

1. Complete the three security questions to be directed to the course page.
2. Be sure to read the brief letter from our president, Dan Wolgemuth.
3. Remember to click on the orange arrow to proceed through the course.

ROLE	COURSE REQUIRED
EMPLOYEES	Meet Sam , It Happened to Me, & Abuse Prevention Refresher (after 1 yr. of employment)
VOLUNTEER (including Board Members)	Abuse Risk Management for Volunteers

4. Complete the training and take the short quiz at the end. You have the option to print the certificate for your records. Youth for Christ will receive notification that the quiz is complete.

THANK YOU

If you have questions along the way, contact your supervisor, YFC's Administrative Department, or Praesidium technical support at support@praesidiuminc.com or 817-801-7773.