

Memo

Dear Friend,

Thank you so much for considering volunteering with the Virginia Baptist Mission Board (VBMB). Your desire to serve Christ is of paramount importance to us and we desire to do all that we can to help you fulfill your calling to that service.

The following forms are intended to help us ensure that we are providing as safe and secure an environment as we possibly can for minors under our care. There is no intent that this process, in any way, becomes an affront to your character or value to Virginia Baptists. Our concern is that we have done all that we can do to ensure parents and leaders of our churches that we are providing a safe and secure environment for minors.

➤ Criminal Records Authorization Form

- This form will give the VBMB the authorization to conduct a criminal background check. The results of this check will be held in the strictest of confidence and will only be viewed by the Controller of the VBMB. The following offenses will restrict a volunteer from service in areas where minors will be present:

Criminal homicide	Aggravated assault	Enticing a child
Sexual abuse	Sexual assault (rape)	Incest
Aggravated sexual assault	Injury to a child	Indecency with a child
Public lewdness or indecent exposure		Employment harmful to children
Abandonment or endangerment of a child		Kidnapping or unlawful restraint
Possession or promotion of child pornography		
Inducing sexual conduct or sexual performance of a child		
The sale, distribution, or display of harmful material to a minor		
Crimes related to the possession, use or sale of drugs or controlled substances		

- This check must be repeated each year a volunteer chooses to serve. You can assist us with paperwork by initialing the box on the form which will give us authorization to conduct this check for a period of five (5) years. **If you have previously completed this form and checked the box giving us permission to do a background check then you do not have to submit the form again. You can call our office to check and see if you need to submit a form.**

➤ Reference Forms

- These forms should be completed by the appropriate individuals and sent to our office.

➤ Sponsor/Volunteer Code of Ethics

- This form simply acknowledges your understanding of the behavior we wish to set as an example for minors under our care.

➤ Construction Volunteer Information Form

- This form needs to be completed **ONLY** by those volunteering to serve as **CREW CHIEFS**. It gives us general contact information as well as an idea of the skills that you possess in the area of construction. This will help us make an appropriate placement for your service and is only required for those volunteering for a construction related position.

I trust that you approve of our high standard that we are choosing to set for our volunteers as well as our participants. If you have any questions or concerns about these forms or our process please do not hesitate to contact us.

CRIMINAL RECORDS CHECK AUTHORIZATION (PART A)

I hereby give my permission for the Virginia Baptist Mission Board to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with Virginia Baptist Mission Board.

I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have the opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received. I also understand that, by law, I may see a copy of the transcript, for its review, but may not receive a copy of the document in any fashion or form.

I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the Virginia Baptist Mission Board and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims, demands, whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer or employee of Virginia Baptist Mission Board.

Please initial in the box if you would like to grant permission to the VBMB to perform a background check for the next 5 years without having to complete this form each year. The check will only be done if you are asked to participate on a project with the VBMB.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witnesses' Signature _____

PLEASE COMPLETE PART A AND B

**VIRGINIA BAPTIST MISSION BOARD
VOLUNTEER INFORMATION FORM FOR THOSE WORKING WITH MINORS
OR MENTALLY HANDICAPPED**

Minister's Reference Form

This form is to be completed by the pastor of any volunteer involved in the supervision or care of minors or the mentally handicapped. This is being used to provide a safe and secure environment for the activities or programs of the Virginia Baptist Mission Board.

Please type or print legibly in ink.

Minister's Name: _____

Address: _____

Phone: _____ Email: _____

How long have you know the applicant? _____

Applicant's Name: _____

Do you know of anything that would indicate that this applicant should not work with minors or the mentally handicapped?

Please circle: Yes No

If yes, please explain: _____

Signature: _____

Date: _____

When completed, please return to:

Virginia Baptist Mission Board
Attn: Dean Miller
PO Box 8568
Richmond, VA 23226-0568



**VIRGINIA BAPTIST MISSION BOARD
VOLUNTEER INFORMATION FORM FOR THOSE WORKING WITH MINORS
OR MENTALLY HANDICAPPED**

Non-Family Member Reference Form

This form is to be completed by a non-family member of any volunteer involved in the supervision or care of minors or the mentally handicapped. This is being used to provide a safe and secure environment for the activities or programs of the Virginia Baptist Mission Board.

Please type or print legibly in ink.

Your Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Applicant: _____

How long have you know the applicant? _____

Applicant's Name: _____

Do you know of anything that would indicate that this applicant should not work with minors or the mentally handicapped?

Please circle: Yes No

If yes, please explain: _____

Signature: _____

Date: _____

When completed, please return to:

Virginia Baptist Mission Board
Attn: Dean Miller
PO Box 8568
Richmond, VA 23226-0568



VIRGINIA BAPTIST MISSION BOARD SPONSOR/VOLUNTEER CODE OF ETHICS AND RULES

While acting in our capacity as a Youth/Children/Preschool/Handicapped sponsor or volunteer of Virginia Baptist Mission Board the following rules shall apply:

- 1) Smoking or using tobacco products in the presence of minors is prohibited.
- 2) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Sponsors and volunteers of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind between any person and a minor;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abuse behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Virginia Baptist Mission Board.
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of Virginia Baptist Mission Board.
 - The presence, possession, or being under the influence of any illegal, illicit drugs;
 - The consumption of or being under the influence or alcohol while leading or participating in a function for minors of Virginia Baptist Mission Board.
- 4) Limit access to the locked records to the Administrator.
- 5) Periodically update Volunteer Information Forms.
- 6) Sponsors and volunteers must treat all people of all races, religions, and cultures with respect and consideration.
- 7) Sponsors and volunteers shall not use or tolerate the use of profanity in the presence of minors.
- 8) Sponsors and volunteers must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.
- 9) Sponsors and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 10) Sponsors and volunteers will be expected to act and react with Christian love and understanding in all situations.
- 11) Sponsors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.
- 12) I understand that as a sponsor or volunteer with minors for Virginia Baptist Mission Board I will be subject to a background check, including criminal history.
- 13) I understand that any violation of this code may be grounds for removal as a sponsor or volunteer with minors.

Print Name _____ Date _____

Applicant's Signature _____

Construction Volunteer Information Form

IMPORTANT: To be completed by those volunteering to serve as Crew Chiefs or Supervisors. If you have served in this capacity at least once in the past 3 years and your information has not changed then you DO NOT have to resubmit this form. However, other forms may need to be submitted annually.

Please mark all projects that you are planning to attend:

- Transformers!** Staunton May 30 – June 2 Webber City June 6 - 9
- Impact Virginia!** Martinsville June 17 – 23 Eastern Shore I June 24 – June 30
- Eastern Shore II July 8 – 14 Appomattox July 22 - 28

Full Name _____

Street Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email Address _____

Date of Birth ____/____/____ Gender: M F

Church where you are a member _____

Church Location (City or County) _____

General Health: (Check one) Excellent Good Fair Poor

Do you have any physical limitations? Yes No

If yes, please explain:

Please check skill level in the following areas:

Areas of Ability:	None	Beginner	Intermediate	Advanced	Professional
Carpenter/Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete/Brick Mason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry Wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finish Carpenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Bldg. Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating/AC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(please specify)					

Please list your most recent CONSTRUCTION MISSIONS EXPERIENCE

Dates	Location	Your Role	Type of Construction Project	Sponsoring Organization (Your church, Virginia Baptist Mission Board, Habitat for Humanity, etc.)

Please list any equipment that you would be able to bring for your use

Briefly describe your relationship with Christ. How has this relationship moved you to mission service and how has your faith supported you during service?

Many of our projects require volunteers to lead teenagers. Please rate your 'comfort level' when working with teenagers. (Circle one.)

Poor Fair Good Excellent

In what areas are you currently involved with teenagers?

Is there any additional information you feel is pertinent to your application:

EMERGENCY CONTACT

In the event of an emergency, please notify:

Name _____ Relationship to you _____

Address _____ City _____ State _____ Zip _____

Day Time Phone (____) _____ Alternate Phone (____) _____

Email _____

- ✓ I recognize that some personal behaviors that are appropriate in some settings may be inappropriate or offensive in others. I pledge to observe the guidelines of my project and sensitivity to those with whom I serve.
- ✓ If I accept a position with these programs, I wish to make it clear that I will not expect any sponsoring organization with which I may work or be associated to be responsible or liable to me for any loss or damage to my property; any personal injury or illness; or any other injuries or damages I may suffer.
- ✓ In consideration of my admission to volunteer service, and for other good and valuable consideration, on behalf of myself, my heirs, executors, administrators and assigns, I hereby release the VBMB or local Association, and any employee of the foregoing organizations from any and all such claims or demands.
- ✓ By signing this application, I affirm that this information is true and hereby authorize the Virginia Baptist Mission Board and other sponsoring organizations to conduct the required criminal background check. Other forms are required to complete this process.

Signature _____ Date _____

IMPORTANT NOTES:

- Construction Leaders are volunteers. They are not paid for their work; however, on many occasions, they do not pay certain fees to attend a project. A Construction volunteer's spouse may attend an Impact Virginia! project for half of the regular registration rate.
- Please realize that gender specific housing may be required for certain projects. Couples should come to each project expecting to sleep in separate locations.
- All construction volunteers must also submit the following forms in addition to the Construction Volunteer Information Form.
 - Criminal Records Check Authorization
 - Code of Ethics Form
 - References