



## Park Valley Kids Volunteer Application

Name: _____	Date of Birth: ____/____/____	
SS #: _____	Driver's License #: _____	State: _____
Maiden Name (or any Aliases Used in past): _____		
Years Used: _____		
Home Phone: _____	Work Phone: _____	
Other Phone (cell, pager, etc.): _____	E-Mail: _____	
Occupation: _____		
Current Address: _____		
City: _____	State: _____	Zip: _____
Previous Address: _____		
City: _____	State: _____	Zip: _____

### Preferences:

#### ***Position Interested In: (please check all that apply)***

##### Working with our Kids:

- Small Group Leader:* lead classroom activities; build relationships with your kids
- Small Group Assistant:* assist small group leader
- Worship Leader:* engage kids in worship music
- Crafts Leader:* prepare & present craft activity to kids
- Storyteller:* present Bible story to kids
- Drama Team:* perform drama segment such as skit, game or puppet show
- Substitute:* on-call for an absent volunteer

##### Working with Adults:

- Media Team:* coordinate audio & visual needs during Power Up
- Facility Set-Up:* prepare classrooms for use before & after services
- Curriculum Preparation:* organize & prepare supplies for lesson activities
- Welcome Team:* greets our guests; assists them to their class & helps them with their needs
- Small Group Coach:* encourage small group leaders & assistants during week; walks hall during service to ensure everything is ok

#### ***Preferred Age Level/Group:***

- |  |  |
|--|--|
| <input type="checkbox"/> Nursery (Birth – 2 years) | <input type="checkbox"/> Elementary (Grades 1 – 5) |
| <input type="checkbox"/> Preschool (3 – 5 years)   | <input type="checkbox"/> Adults                    |

## Ministry Questions

1. What experience do you have working with children? \_\_\_\_\_  
\_\_\_\_\_
2. Do you have any special talents, hobbies, i.e. drama, music, etc.? (None necessary!)  
\_\_\_\_\_
3. How long have you attended Park Valley Church? \_\_\_\_\_
4. Have you completed CLASS 101 & signed the Membership Promise?      YES      NO
5. Are you involved with any other ministries here at PVC? If yes, which ones? \_\_\_\_\_  
\_\_\_\_\_
6. Please list 3 personal references (not relatives) whom the church may contact.
  - 1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
  - 2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
  - 3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Please tell us when and how you invited Christ into your life to become your Lord and personal savior.

# BACKGROUND CHECK

*Responses to the following questions will be kept strictly confidential. Volunteers who will be working with children may undergo a background investigation. If you prefer not to answer these questions in writing, please contact the Children's Ministry Pastor, Larry Warren, in person or by phone, to discuss the matter.*

1. Has anyone, including church or secular authorities, ever accused, arrested, or convicted you of a crime?      YES    NO    If yes, please explain.

2. Has anyone, including church or secular authorities, ever accused, arrested or convicted you of improper conduct toward children, whether your own or others?    YES    NO    If yes, please explain.

3. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?    YES    NO    If yes, please explain.

## General Release Form

The purpose of this form is to notify you that an investigative report will be conducted on you in the course of consideration for this request.

In connection with this request, I hereby authorize all corporation, employers, education institutions, law enforcement agencies, city, state, county and federal courts, military services and persons to release information they may have about me to the person or company with which this form has been filed or their agent, Clear Investigative Advantage, LLC. This releases the aforesaid parties from any liability and responsibility for collecting any information.

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

# **CHILD HEALTH AND SAFETY POLICIES**

The following policies reflect our commitment to provide a safe, spiritual environment for all children and volunteers who participate in church-sponsored activities.

***Never promise a child that you won't "tell." Volunteers should immediately report any behaviors which seem abusive or inappropriate behavior to the Children's Ministry Pastor.***

## **No One Alone**

Our goal is that each class be staffed by a minimum of two adults.  
No adult may be alone with only one child at any time.

## **Proper Conduct Warning**

Volunteers are requested to exercise caution and refrain from any behavior which may be viewed as inappropriate conduct by parents, children, or fellow volunteers.

## **Bathroom Procedures**

A volunteer is never allowed in a bathroom alone with a child. Please take more than one child to the bathroom each trip. Preschool children must be accompanied by an adult. If the child requires assistance, please leave the door partly open. Please stand with your foot in the door to monitor the needs of the child.

## **Hand-washing Policy**

Proper hand-washing is the best defense against exposure to diseases.

Wash hands in the following instances:

1. After accompanying a child to the bathroom
2. After assisting a child to wipe his/her nose.
3. After contact with blood or any other bodily fluid.
4. After using the bathroom.
5. Before preparing or handling food.
6. After changing any diapers.

*Waterless antibacterial soap is provided in all classrooms.*

## **Accident Procedures**

Volunteers will use Accident Report Forms to document any accident, minor or major and treatment applied. Volunteers will clean up immediately in the event of an accident, using disinfectant for wiping up all spills or soiling. Please report any spills on rugs or any other surface that cannot be cleaned up easily.

## **Health Policy**

Any volunteer with a temporary contagious illness (ex. Flu) is requested to refrain from serving until well. Volunteers should contact the Coordinator as soon as possible to find a sub.