

Memo

Dear Friend,

Thank you so much for considering volunteering with the Baptist General Association of Virginia (BGAV). 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 the individuals with whom we are providing volunteer services. There is no intent that this process, in any way, becomes an affront to your character or value to Virginia Baptists.

- Consent to Obtain Consumer Report
 - This form will give the BGAV the authorization to obtain consumer reports relating to you. These reports will be held in the strictest of confidence. If an individual has any criminal history this may prevent him/her from serving as a volunteer with the Baptist General Association of Virginia.
- Volunteer Information Form
- Volunteer Expectations
 - This form simply describes the behavior we expect of our volunteers – it does not need to be completed and returned.
- We no longer ask for references up front. If there is any concern about the results of a background check, we may ask for references at that time.

We trust that you approve of the 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.



CONSENT TO OBTAIN CONSUMER REPORT VOLUNTEER

I hereby give my permission for the Virginia Baptist Mission Board of the Baptist General Association of Virginia to obtain a consumer report from consumer reporting agencies in connection with my application for a volunteer position. I further give my permission for the Virginia Baptist Mission Board of the Baptist General Association of Virginia to obtain such consumer reports from consumer reporting agencies for the duration of my volunteer period should I be offered a volunteer position. I understand that the reports that the Virginia Baptist Mission Board of the Baptist General Association of Virginia obtains may include information about my driving/DMV record and/or my criminal conviction background consistent with state and federal law.

I understand that before an adverse decision is taken based, in whole or in part, on information contained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

By signing below, I hereby authorize the Virginia Baptist Mission Board of the Baptist General Association of Virginia to procure consumer reports as stated above and affirm that all the information provided in this form is true and accurate. I also acknowledge receiving the Baptist General Association of Virginia Volunteer Expectations Form and hereby affirm my adherence to those expectations.

Print Full Legal Name _____

Home/Mobile/Work Phone Numbers _____

Applicant's Signature _____ Date _____

When completed, please return to: Baptist General Association of Virginia
Attn: Welford Orrock
2828 Emerywood Parkway
Henrico, Virginia 23294
Fax: 804-545-1216

FOR OFFICE USE ONLY:

Event Name: _____

Account Code: _____

DMV Records Check

VOLUNTEER INFORMATION FORM

Full Given Name _____
First Middle Maiden Last

Current Address (**not** P.O. Box) _____
Number Street Apt. #

City County State Zip Code

How long have you been at this address? _____

If less than one year, please give previous address _____
Number Street Apt.#

City County State Zip Code

Church Name and Address _____

Gender: (please indicate) Male _____ Female _____

Date of Birth: ____ / ____ / ____
Month Day Year

Social Security Number _____ - _____ - _____

(MANDATORY – this is necessary to correctly identify volunteer applicants. If you are uncomfortable sending this information in with this application then please call and give it to us over the phone)

Driver's License # _____ Issuing State _____

Have you ever been convicted of a crime? ____yes ____no
Criminal convictions will not necessarily bar volunteer service.

Are there any criminal charges pending against you? ____yes ____no
Opportunity to volunteer may be delayed until resolution of charges.

If yes to either of the above, please explain: _____

The signature represents my current legal name and any previously used names are listed below:

Additional names: _____

Signature of Applicant

Date

BAPTIST GENERAL ASSOCIATION OF VIRGINIA VOLUNTEER EXPECTATIONS

While acting as a volunteer with the Baptist General Association of Virginia the following rules shall apply:

- 1) Using, possessing, or being under the influence of tobacco products, alcohol, illegal, or illicit drugs will not be tolerated.
- 2) Volunteers serving with minors or the intellectually or physically disabled shall not abuse said individuals, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with individuals;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards an individual;
 - Sexual advances or sexual activity of any kind;
 - Infliction of physically abusive behavior or bodily injury to an individual;
 - Physical neglect of an individual, including failure to provide adequate supervision in relation to the activities of Baptist General Association of Virginia.
 - Actions causing mental or emotional injury to an individual;
 - The presence or possession of obscene or pornographic materials at any function of Baptist General Association of Virginia.
 - The presence, possession, or being under the influence of any illegal, illicit drugs;
 - The consumption of or being under the influence of alcohol while leading or participating in a function for individuals of Baptist General Association of Virginia.
- 3) Volunteers must treat all people with respect and consideration.
- 4) Volunteers shall not use or tolerate the use of profanity in the presence of individuals.
- 5) Volunteers must be free of physical and psychological conditions that might adversely affect any individual's health, including, but not limited to, contagious disease.
- 6) Volunteers will portray a positive role model for individuals by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 7) Volunteers will be expected to act and react with Christian love and understanding in all situations.
- 8) Volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor or the intellectually or physically disabled other than one in their own custodial responsibility.
- 9) I understand that any violation of this code may result in my removal as a volunteer with the BGAV.
- 10) I understand that I am a volunteer at will, meaning that either I or the BGAV may end the volunteer relationship at any time and for any reason.