

# VOLUNTEER SCREENING

Alaska Conference of Seventh-day Adventists

## 5 Easy Steps

1

Volunteer Ministry Information Form					
PERSONAL INFORMATION			PERSONAL INFORMATION		
Name					Email
Address	City		State		Zip
Home Phone	Work Phone	Volunteer Position(s) Interested In			
Church Membership					

### Complete the Volunteer Ministry Information Form

Go to [www.alaskaconference.org](http://www.alaskaconference.org) to download and complete the Volunteer Ministry Information form (VMIF) then give to your sponsoring church, school or group designee\*.

3



### Verified Volunteers

Meanwhile, the volunteer goes online to [www.ncsrisk.org/adventist/](http://www.ncsrisk.org/adventist/), completes the online training and submits their personal information for screening.

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### THINGS TO KNOW

- \*If you have been screened before, DON'T complete a new VMIF; only step 3 is needed
  - All information is confidential
- Screenings must be renewed in three years
  - Organizations can review its volunteers
    - Your credit report is NOT accessed
- Anyone who works with kids must be screened

2



### Reference Checks

The sponsoring church, school or group designee reviews the form to make sure it is complete and contacts the references. At the next board meeting, the volunteer form is reviewed, the board decides to recommend (or not recommend) approval, signs the form and sends it to the conference.

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### The Conference's Role

When the background report is received, Verified Volunteers either approves the applicant or sends the report to the conference for review and further action.