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# VOLUNTEER APPLICATION





All of us at Red River Youth for Christ appreciate your interest in volunteering with us. In order to get to know you better, we would like a clear understanding of your background, work and volunteer history, and spiritual journey. If you have any questions about the application, please contact Emalee Hedberg at 701-237-6682.

The following checklists are guides to help you complete your application.

#### Application Checklist:

- Personal Information (p. 3)
- Area of Interest (p.3)
- Education and Employment Information (p. 4)
- References and Addresses (p. 4)
- Faith Background (p. 5)
- Criminal Record (p. 6)
- Statement of Faith (p. 7)
- Acknowledgment Signature (p. 8)
- Sexual Abuse Prevention Policy (p. 9)
- Background Investigation Consent (p.14-16)

#### Driving Checklist:

If you intend to drive students while volunteering for Red River Youth for Christ, the following must be completed. You will be ineligible to drive until the information is received in full by Red River Youth for Christ:

- Signed Safe Driving Code of Conduct (p. 12)
- Request for Auto Insurance Policy Declarations form (p. 13)
- Photocopy of Driver's License

There are several ways to get your completed application to the YFC offices:

- Turn it in to one of our staff
- Mail to 118 Broadway N, STE 312, Fargo, ND 58102
- Or drop off at our offices: 118 Broadway N, STE 312, Fargo, ND
- Fax to 701-241-9950

Today's Date: \_\_\_/\_\_\_/\_\_\_\_\_

**1. Personal Information:**

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status: \_\_Single \_\_Married \_\_Divorced \_\_Remarried \_\_Widowed

Date of Marriage: \_\_\_\_\_ Do you have children? If yes, how many? \_\_\_\_\_

**2. Area of Interest:**

Please specify days and hours available: \_\_\_\_\_

Date you are able to start volunteering: \_\_\_\_\_

Have you previously been employed by or volunteered for YFC? \_\_\_Yes \_\_\_No

If Yes, when and where? \_\_\_\_\_

Have you had any experience in any other Christian ministry? \_\_\_Yes \_\_\_No

If yes, when and where? \_\_\_\_\_

Why do you want to volunteer for YFC?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any training, certification, interests, hobbies or personal experiences that you believe would help you in ministering to young people - this includes first aid, CPR, lifeguarding, etc.:

\_\_\_\_\_  
\_\_\_\_\_

### 3. Education and Employment Information:

High School Attended: \_\_\_\_\_ City/State: \_\_\_\_\_

List all colleges/universities attended (most recent first):

School Name	City/State	Dates Attended	Graduation Year	Major	Minor

Presently employed by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### 4. References:

Please list three persons, who are not related to you and are not employed by Red River Youth for Christ, who are qualified to evaluate your capabilities and character. One of the references must be your Pastor. Please attach an additional sheet if necessary.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_



## 6. Criminal Record:

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. For that purpose, please answer the following:

A. Have you ever been charged with, pled guilty or no contest to, or been convicted of any criminal violation of any type of sexual misconduct or abuse concerning a minor? \_\_\_ Yes \_\_\_ No

If yes, please explain:

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B. Have you ever been convicted of, pled guilty or no contest to, or been convicted of any other criminal offense (misdemeanor or felony, other than a parking violation) in a court of Law? \_\_\_ Yes \_\_\_ No

If yes, please provide dates, location(s) and violation(s): \_\_\_\_\_

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C. Have you ever been disciplined, suspended or terminated by any organization due to allegations of any type of sexual misconduct or abuse? \_\_\_ Yes \_\_\_ No

If yes, please explain:

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D. Have you ever been discharged for misconduct or unsatisfactory service or forced to resign from any position? \_\_\_ Yes \_\_\_ No

If yes, please explain:

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## 7. Other Information:

Is there any medical or physical reason why you would have to restrict yourself from strenuous activity? \_\_\_Yes \_\_\_No If yes, please explain: \_\_\_\_\_

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Is there any reason why you cannot operate a car? \_\_\_Yes \_\_\_No If yes, please explain: \_\_\_\_\_

Do you own a car? \_\_\_\_\_ If so, can you use it for ministry? \_\_\_\_\_

### 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, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.
4. We believe that the salvation of lost and sinful people is by the grace of God through faith and the shed blood of the Lord Jesus and that 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 all believers.

I agree with and will adhere to the above Statement of Faith.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

**Acknowledgment:**

- I certify that the statements I have made are true and correct.
- I understand that if accepted as a volunteer, I will be required to abide by all of YFC's policies, standards or regulations as established from time to time.
- I also understand that a requirement for my continued involvement in Red River Youth for Christ is to be trained to do relational ministry with young people. I understand that this training will take place within the first six months of my volunteering, and that failure to fulfill this requirement within six months could mean that I must suspend volunteer activities until the training takes place.
- I authorize YFC to investigate any information provided in this application, and I agree to cooperate in such investigations. I further recognize and agree that, as a condition of acceptance as a volunteer, I consent to criminal, financial and motor vehicle background checks from federal, state and local agencies.
- I hereby release YFC and all persons supplying information to YFC from all liability, claims for damages, or responsibility whatsoever with respect to information supplied.
- I further authorize my current employer and references to speak freely to YFC representatives and provide whatever information is required.

Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_



## Red River Youth for Christ Sexual Abuse Prevention Policy

### Definition of Child Sexual Abuse/Misconduct:

Child sexual abuse/misconduct occurs when an adult or someone who is at least 2 years older than the child, whether a YFC leader, employee or volunteer, engages in sexual contact or sexualized behavior with a minor. Sexual abuse within the relationship involves a betrayal of sacred trust and is an exploitation of power, which is a violation of those who are vulnerable. Such behavior will not be tolerated by Red River Youth for Christ.

### Possible behaviors in youth showing signs of sexual abuse:

- Depression- cries often for no apparent reason
- Promiscuous behavior
- Runs away from home
- Starts drinking or using drugs
- Difficulty walking or sitting
- Sexually transmitted diseases
- Reluctance to participate in activities previously enthusiastically enjoyed
- Comments such as "I don't want to be alone with \_\_\_\_\_," in reference to a YFC staff member or volunteer
- Unexplained hostility toward a YFC staff member or volunteer

### Safeguard Measures:

1. The two year older rule: It is an important practice to not have workers less than two years older than the youth this person leads. For example, a college freshman should not be working with high school seniors.
2. Open door counseling: At any counseling sessions with youth, the door of the room should remain open for the entire session. Ideally, the session will be conducted at a time when others are nearby. It is best to counsel in a group setting where there are witnesses to the conversation.
3. Protection of Children: Red River Youth for Christ strictly prohibits interaction with youth by anyone with a civil or criminal record of child sexual abuse or any crime that would make the individual unsuitable to working in close proximity

to youth or who has admitted prior sexual abuse or anyone know to have a paraphiliac diagnosis (e.g. pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association.

4. Automobile Rule: We understand that adults may drive youth to and from activities. However, if a staff member or volunteer drives one child, they must be the same sex as the child.

## **Reporting:**

It is Red River Youth for Christ's commitment to the prevention of abuse that requires its staff and volunteers to report child sexual abuse or suspicion of abuse. It is imperative that the immediate supervisor be informed of the incident as soon as possible. Red River Youth for Christ has the obligation under law to report child sexual abuse to civil authorities.

As Christians, we must be prepared to respond to others regarding allegations of abuse. We must be prepared to respond to the victim and his or her family. It is imperative that the child's and alleged perpetrator's names and circumstances remain confidential, and only those with the "need to know" are informed of the alleged incident(s).

## **Investigation:**

Red River Youth for Christ is committed to investigate any and all allegations of misconduct either independently or in cooperation with a formal investigation that may be conducted by legal authorities. The alleged perpetrator will be placed on a leave of absence or placed in a non-ministry position throughout the time of the investigation until a decision is made. Disciplinary action will be withheld until the investigation is over and a decision is determined.

## **Discipline:**

Once the investigation is completed, if the accused is found to have committed sexual misconduct, disciplinary action will be taken by Red River Youth for Christ immediately, up to and including termination.

**Acknowledgment:**

I have read, understood and agree to abide by this policy.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

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(Printed Name)

## Safe Driving Code of Conduct

Below is a list of items you need to follow when you drive for YFC:

- I will obtain a valid Driver's license in the correct class for my YFC driving Duties
- I will provide a current copy of my proof of insurance.
- I will carry at least 100/300 of Liability Insurance or refuse to transport others if I do not.
- I will only operate vehicles that are in good operating condition.
- I will carry an emergency kit with me when transporting others.
- I will look behind vehicle twice before backing vehicle.
- I will always wear seat belts
- I will require my passengers to wear seat belts.
- I will carry no more passengers than the vehicle has seat belts.
- I will obey all traffic laws.
- I will keep a safe distance from vehicles in front of me.
- I will stop driving when I get tired.
- I will not text while driving.
- I will stop the vehicle in order to discipline passengers if discipline becomes necessary.
- I will keep my mind on my driving, not on the conversations around me.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Please complete this section in the event you are required to drive for YFC:**

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Classification: \_\_\_\_\_

Have you had any traffic violations/accidents within the past 3 years? \_\_\_ Yes \_\_\_ No

If yes, what types: \_\_\_\_\_

Do you own a car? \_\_\_ Yes \_\_\_ No

Individuals driving a personal vehicle for the organization are required to carry automobile insurance with 100,000/300,000 coverage. Do you currently meet this requirement? \_\_\_ Yes \_\_\_ No

Insurance Company, Policy #, &amp; Expiration Date: \_\_\_\_\_

Are you willing to drive for YFC functions? \_\_\_ Yes \_\_\_ No

## Request for Auto Insurance Policy Declarations Page Red River Youth for Christ

I, \_\_\_\_\_, request that you email a copy of my current policy declarations page showing my insurance coverage to Red River Youth for Christ.

Insurance Company: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

Attn. Insurance Company: Please email declaration page to  
[info@redriveryfc.com](mailto:info@redriveryfc.com). If you have any questions contact Emalee Hedberg at  
701-237-6682.

## AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION PLEASE PRINT

I, \_\_\_\_\_, understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, reassignment, and/or retention ("Work") **Red River Youth for Christ** will use the services of an outside agency to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings to **Red River Youth for Christ**. **Red River Youth for Christ** uses **Praesidium**, a consumer-reporting agency, as an agent to perform its Employment related background investigations.

**Praesidium** will utilize various sources of information it deems appropriate including but not limited to: criminal conviction records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, professional and personal references and workers compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **Red River Youth for Christ** and **Praesidium**.

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Work from the date indicated next to my signature. I understand and agree that where applied an electronic signature filed in electronic form shall have the same legal force and effect as my hand written signature. According to the Fair Credit Reporting Act, I will be notified by **Red River Youth for Christ** if Work is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **Red River Youth for Christ**. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

**LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.**

I release Red River Youth for Christ and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Today's Date: \_\_\_/\_\_\_/\_\_\_\_\_ Position Applied for: Direct Ministry with Youth

Name as it appears on your driver's license \_\_\_\_\_

Maiden Name/Other Names Used \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of License: \_\_\_\_\_

Please provide all residential addresses for the past 7 years. (Attach additional sheet if necessary):

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? (Mo/Yr) From: \_\_\_/\_\_\_ To: \_\_\_/\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? (Mo/Yr) From: \_\_\_/\_\_\_ To: \_\_\_/\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? (Mo/Yr) From: \_\_\_/\_\_\_ To: \_\_\_/\_\_\_

Please list all states of residence since turning age 18: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for volunteering or employment. Red River Youth for Christ abides by all applicable state and federal employment laws.