



## Volunteer Consent Form

The Foundry United Methodist Church staff and congregation are committed to providing an environment that safeguards all children, youth and vulnerable persons who participate in any Foundry ministry. Foundry's Safe Sanctuaries Policy and accompanying procedures is in alignment with the Safe Sanctuaries Policy of the Baltimore-Washington Conference of The United Methodist Church.

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

Nickname: \_\_\_\_\_

### Contact Information

Primary Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Best method of communicating with you:  Phone  E-mail

### Areas of Interest (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 9:30am Sunday School                    | <input type="checkbox"/> 11:00am Sunday School                   | <input type="checkbox"/> Confirmation Mentor      |
| <input type="checkbox"/> Children's Choir                        | <input type="checkbox"/> Nursery & Toddler Room                  | <input type="checkbox"/> Chaperone                |
| <input type="checkbox"/> Pre K & K                               | <input type="checkbox"/> 1 <sup>st</sup> & 2 <sup>nd</sup> Grade | <input type="checkbox"/> Administrative Assistant |
| <input type="checkbox"/> 3 <sup>rd</sup> & 4 <sup>th</sup> Grade | <input type="checkbox"/> 5 <sup>th</sup> & 6 <sup>th</sup> Grade |   |
| <input type="checkbox"/> Jr. High Youth (11am)                   | <input type="checkbox"/> Sr. High Youth (11am)                   |   |

Other interest \_\_\_\_\_

Special Skills/Talents \_\_\_\_\_

### Training/Certifications

First Aid training?  Yes  No If yes, date completed \_\_\_\_\_

CPR training?  Yes  No If yes, date completed \_\_\_\_\_

Other Certifications \_\_\_\_\_

# Baltimore-Washington Conference of the UMC - Sexual Misconduct Questionnaire

*(Please check the appropriate box. If more space is needed, please use an additional sheet of paper.)*

1. Have you ever filled out this questionnaire for this church or agency?  Yes  No  
If no, please answer questions 2 through 9 below.  
If yes, give the date: \_\_\_\_\_.  
Have any answers changed since you filled out that copy?  Yes  No  
If no, please sign and return this form. If yes or you are unsure, please answer questions 2 through 9 below.
2. Have you ever been accused, in a written and signed statement, of sexual misconduct with a child or a youth?  Yes  No
3. Have you ever been accused, in a written and signed statement, of sexual misconduct with an adult?  Yes  No
4. Have you ever been dismissed from any position, volunteer or salaried, because of accusations of sexual misconduct on your part?  
 Yes  No
5. Have you ever resigned from any position, volunteer or salaried, because of an accusation of sexual misconduct on your part, or to avoid being dismissed because of an accusation of sexual misconduct on your part?  Yes  No
6. If your response to any of the foregoing questions (2 through 5) is "yes", please provide on a separate sheet of paper all details regarding each accusation of sexual misconduct that has been made with respect to you, including a description of the alleged conduct, the name of the person who made the accusation, the date of the alleged misconduct, and the name of your employer at the time of the alleged misconduct.
- 7a. Have accusations of sexual misconduct on your part ever resulted in civil or criminal court proceedings at any level (e.g., indictment, arrest, trial, etc.)?  Yes  No  
*If yes, please provide the complete details of those proceedings (including dates, circumstances, the jurisdiction where the proceedings occurred, the nature of the accusations, and the result of the proceedings) on a separate sheet of paper.*
- 7b. Have accusations of sexual misconduct against you resulted in civil or criminal court proceedings on more than one occasion?  
 Yes  No
8. Other than the above, 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
9. Please provide three adult references (names, email address, phone numbers) of persons who are not related to you by blood, marriage or other family relationship and are not employed or supervised by you, who can, to the best of their ability, provide statements in support of your good character and clean record in regard to sexual misconduct with children, youth, and adults.

Name	Email Address	Phone
_____	_____	(____) _____
_____	_____	(____) _____
_____	_____	(____) _____

I verify that the answers provided on this questionnaire are true and accurate to the best of my ability. I understand that false answers, as well as the failure to sign this response form, will result in my being denied the opportunity to work with children and youth at Foundry United Methodist Church. All information is **CONFIDENTIAL** and will be used with discretion.

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

# Foundry United Methodist Church Child and Youth Protection Policy Statement

## **Purpose**

The purpose of this policy is to promote a caring and secure environment for children, youth and vulnerable persons in all activities conducted at or sponsored by Foundry United Methodist Church. Foundry seeks to express God's love by preventing abuse of any form. Our goal is to maintain a safe, secure environment where children and youth may grow and learn, with appropriate adult supervision at all times.

This policy applies to all church-sponsored activities involving children and youth, regardless of the location. It applies to employed and volunteer staff of Foundry and to users of Foundry facilities.

For this policy, a "child" or "children" refers to those less than 18 years of age. Youth are children between the ages of 12 and 17. "Child abuse is defined as an act committed by an adult in a position of trust which is not accidental and which harm a child's physical or mental welfare.

## **Policy**

### Adult Supervision

All reasonable efforts should be made to ensure that two adults will be present at all times during any church-sponsored program, event or ministry involving children. One adult must be present at all times. Two unrelated adults must be present at all church-sponsored activities, on or off church premises, involving children. For youth, one adult or two or more youth or a committed couple and two or more youth may be used in lieu of two unrelated adults. Activity sponsors should plan adult leadership so as to minimize situations where a single adult may be alone with a child or youth.

If an activity with children or youth involves an overnight stay, two or more adult leaders should be present and should include at least **one** man and **one** woman, who are unrelated, if the group is mixed gender.

### Screening and selection

ALL persons leading church-sponsored activities, on or off church premises that involve children must be screened for past convictions of child abuse. Anyone who has had an abuse conviction as well as anyone refusing to sign the Baltimore-Washington Conference (B-WC) Questionnaire on Lay Sexual Misconduct will not be permitted to work with Foundry's children. Volunteers working with children must have been a Foundry member or active constituent for six months prior to being entrusted with responsibility with youth or children. Volunteers who have not been attending Foundry for the requisite six months may participate in child or youth activities if paired with fully qualified individuals. Volunteers must also provide an application, positive identification and references.

ALL employed staff and volunteers working with children must also sign this Child and Youth Protection Policy Statement BEFORE BEGINNING SERVICE, indicating that they have read, understood, and agree to abide by the policy. Thereafter, the policy statement must be re-read and re-signed every three (3) years. Leaders of outside groups of children or youth will be required to read this policy and sign an acknowledgement form agreeing to follow the policy.

### Annual Training

All employed staff and volunteers are required to attend at least one training session annually. Training will be provided under the leadership of the appropriate employed staff person.

### Documenting and Reporting

Foundry's Child and Youth Protection Policy is designed to ensure compliance with the Baltimore-Washington Conference guidelines on child abuse and protection.

Since child abuse thrives when it goes unnoticed and unreported, all reasonable suspicions of child abuse must be reported to the church leadership. It is the responsibility of each employed or volunteer staff member to caution each other regarding inappropriate behavior, to monitor suspicious behavior, and to report abusive behavior.

When confronted with a suspected child abuse situation, (1) ensure the safety of the child; (2) notify the clergy sponsor of the activity, the parents, and the local law enforcement agency; and (3) keep a record of all events and participants.

Foundry's commitment to the prevention of child abuse requires that our children and youth workers make reports of abuse. However, as Christians we must also be prepared to respond to others, including the victim and his or her family, the news media, our church's insurance agent, the annual conference, and possibly to the abuser.

**I have read the summary of the Child and Youth Protection Policy and agree to abide by its preventions.**

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

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

**DISCLOSURE AND AUTHORIZATION FOR VOLUNTEERS**  
**[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]**  
**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

**DISCLOSURE**

In connection with your application to volunteer with Foundry United Methodist Church, which may be deemed "employment purposes" under the Fair Credit Reporting Act, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, military records, professional licensure records, drug testing, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. These reports may contain information concerning the reasons for termination of past employment. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for volunteer services is an investigation into your education and/or employment history conducted by **SecureSearch, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891 – 1954, [www.securesearchpro.com](http://www.securesearchpro.com)**, or another outside organization. The scope of this notice and authorization is all encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your volunteer service to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**MAINE AND NEW YORK APPLICANTS OR VOLUNTEERS ONLY:** *You have the right to inspect and receive a copy of your investigate consumer report requested by [COMPANY NAME] by contacting the consumer reporting agency identified directly above directly. You may also contact the Company to request the name, address, and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.*

**NEW YORK APPLICANTS OR VOLUNTEERS ONLY:** *Upon request, you will be informed whether or not a consumer report was requested by [COMPANY NAME], and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.*

**OREGON APPLICANTS OR VOLUNTEERS ONLY:** *Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.*

**WASHINGTON STATE APPLICANTS OR VOLUNTEERS ONLY:** *You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.*

**ACKNOWLEDGMENT AND AUTHORIZATION**

**AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION AND A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by Foundry United Methodist Church at any time after receipt of this authorization and throughout my volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school or university (public or private), any law enforcement agency, administrator, state or federal agency, institution, division of motor vehicles, information service bureau, insurance company, consumer reporting agencies, or other persons or agencies to furnish any and all background information requested by **SecureSearch, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891-1954, [www.securesearchpro.com](http://www.securesearchpro.com)**, another outside organization acting on behalf of the Company, and/or the Company itself. I also agree that a fax, electronic or photocopy of this Authorization with my signature shall be as valid as the original.

**NEW YORK APPLICANTS OR VOLUNTEERS ONLY:** *By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.*

**MINNESOTA AND OKLAHOMA APPLICANTS OR VOLUNTEERS ONLY:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**CALIFORNIA APPLICANTS OR VOLUNTEERS ONLY:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

**NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

Foundry United Methodist Church (the "Foundry") intends to obtain information about you for "employment purposes" from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for "employment purposes." Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), Foundry may investigate the information contained in your application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making decisions for "employment purposes." The source of any investigative consumer report (as that term is defined under California law) will be **SecureSearch, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891 - 1954, www.securesearchpro.com.**

The source of any credit report will be **SecureSearch or ClearStar Logistics, Consumer Disputes, 558 Castle Pines Pkwy., #B4-137, Castle Rock, CO 80108, (866) 891 - 1954, www.securesearchpro.com.**

Foundry agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy to be sent to a specified addressee by certified mail, ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

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

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

The following is information required in order for Foundry United Methodist Church to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)	
SOCIAL SECURITY NUMBER*	DATE OF BIRTH*
STREET ADDRESS	
CITY, STATE, ZIP CODE	
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
CONSUMER'S SIGNATURE	DATE

\* This information will be used for background screening purposes only.

Please list all Counties and States you have lived in since the age of 18.

County	State	Name Used in County	Date From	Date To