

Instructions for Shield the Vulnerable Background Check:

***Please see attached letter on next page. (Page 50)

Instructions for:

Volunteer Driver Questionnaire

1. Have each approved driver (*see below) complete this form. Please make sure that they fill in all the blanks (incomplete forms will be returned to you).
2. Keep the original for your records and send a copy of the form to the Carolina Conference, Attn: Pathfinder Department.
3. A new form will need to be completed by each approved driver every year.
4. Please note: all approved drivers must also complete a Pathfinder Volunteer Ministry Information Form and Guidelines for Volunteers.

*When a staff/volunteer is driving for a Pathfinder function, the Carolina Conference requires that each **Approved Driver** meet all of the guidelines listed below:

1. Be 21 years of age or older.
2. Valid driver's license.
3. Current insurance on vehicle.
4. No more than 2 violations within past three years (accidents, speeding tickets, etc.).
5. Approved by Church Board as a recommended driver.



SEVENTH-DAY
ADVENTIST®
CHURCH

Carolina Conference
Church Headquarters

Dear Church and School/ Leaders:

We are now ready to launch the new background check program called **"Shield the Vulnerable"** to all churches, schools, and other conference entities that use locally hired employees and volunteers to assist with their children programs. Protecting our children is a shared responsibility. **Shield the Vulnerable (STV)** is dedicated to raising awareness and prevention of mistreatment of children by training young people and adults about abuse. Because **"Shield the Vulnerable"** is a North American Division(NAD) of Seventh-day Adventists sponsored and approved background check agency for screening new employees and volunteers, many conferences within the NAD have or are currently implementing this new program. Carolina Conference is now ready to implement the program.

P.O. Box 44270
Charlotte, North Carolina
28215-0043, USA
Telephone: (704) 596-3200
Fax: (704) 596-5775
<http://www.carolinasda.org>

The above attachment will give you a step by step process for registering and completing a background check for individuals that have been assigned as locally funded employees or volunteers that work directly with children in your church or school. Keep in mind that a major part of the process is successfully completing two courses: 1) **Detecting Predators** and 2) **Recognize and Report Child Abuse**. Both these courses are required before the background check is actually registered and processed by STV. You can also access the same information by going to www.carolinasda.com /Departments/Human Resource Services/Click on the **"Shield the Vulnerable"** blue icon.

The cost will be \$12.50 per background check. This cost will be billed back to your church/school from the conference treasury office. It will be necessary for individuals completing the background check to indicate the specific conference/church/school location of their place of work or volunteering. This enables our office to track and bill the appropriate location.

Should any completed background check be "flagged" as a potential risk, this report will come directly to the Human Resource Office and communicated to church/school leadership as necessary. The STV system also provides an option for the applicant to receive a copy of any report that is flagged or completed.

Finally, we encourage you as a church/school leader to register and complete the background check yourself, so that you are well acquainted with how the system works and especially see the educative value in the courses that required for all applicants.

For the safety of our children and God's children.

Sincerely,
Robert

Robert D. Crux
Associate Executive Secretary/Human Resource Director
Carolina Conference of SDA
P. O. Box 44270
Charlotte, NC 28215
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704-596-3200



1 Go To: shieldthevulnerable.org



2 Click >>



3 Adult Signup

FIRST TIME SIGN UP | ADULTS

Adult Signup

Your Organization

Pick Type >>

Union Level >>

Conference Level >>

If correct, click >>>

>>>> 1. Pick **Seventh-day Adventist** from the dropdown list

>>>> 2. Select your **UNION** _____

>>>> 3. Select your **CONFERENCE** _____

>>>> 4. Click "Confirm" if selections are correct

NOTE: If you cannot find your Union or Conference, STOP. . . contact your administrator.



User/Login Tab: Fill in the requested information and create your own login. Only one person can be named on the registration. It's also important to provide a valid email address — if you have one.

NOTE: Please write down your ID and Password in case you need to log in again.



Affiliation Tab: Identify status: employee, volunteer, or parent. Then identify which type of location (church, school, etc.) at which you work or volunteer. Finally, identify your position at the organization. If you work/volunteer at more than one location, click "yes" and complete.



Summary Tab: After reviewing and verifying your registration, proceed to "Accept" license. To begin your training, click "Confirm Signup."

License: Accept Reject

I certify that I am the person who signed up

7 **TRAIN:** Once you confirm, you will be taken to My Courses page. Click "Start" to open the "required" course. You may take other courses once you complete the required course.

Adult Courses	Assigned To	Done	Certificate	Message
Background Screening	CH Adams (ST-A)	0/1		

8 **BACKGROUND SCREENING:** Once you train, you may be required to do an electronic background check. If so, you must complete a form and electronically sign an authorization to permit the background check. If finger printing is required, you must arrange for it at a location near you. Your local administrator can help you.

