

## **Verified Volunteers**

### **Local Screening Administrator Guide**

April 2017

#### **Local Administrator Responsibilities** (may be modified based on entity needs)

- Coordinate with the local volunteer screening committee and pastoral/school administration staff to implement a Child Protection Plan and administer the Verified Volunteers program.
- Monitor the progress of volunteer training components online.
- View volunteer status eligibility online (actual background check results are available only to conference-level administrators).

Background checks are just one component of a comprehensive screening protocol. It is recommended that the committee implement a screening process which includes a Ministry Volunteer Form (completed by the volunteer), reference checking, etc. Additional safeguards to protect children include the 2-adult rule, adequate supervision at all times, open door, 6-month rule, and a culture of awareness (see Child Protection Plan for details).

#### **Local Administrator Access**

The church pastor or school principal should email the name of the local administrator to [hr@gccsda.com](mailto:hr@gccsda.com) to activate the new administrator account. Note: The individual your board chooses as the local administrator must log on to Verified Volunteers and create their own user name and password before they can be activated in the system as the local administrator.

#### **How the Local Administrator Determines Online Volunteer Eligibility Status**

- Log on to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist)
- Select Administration tab.
- Under reports, select "Compliance Report" to review the current status of each volunteer for your entity.

Please allow 2-5 days after a background check is requested for a status update.

#### **Volunteer Screening and Training**

The volunteer will...

- Log on to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist)
- Create a user account & consent to background check.
- Complete the required training and screening. One can log out and return at a later time to complete the training if needed.

All fees are covered by the conference.

A Social Security Number is not required for screening or volunteering. The background check will be based on name, date of birth and current address.

Any questions? Email [hr@gccsda.com](mailto:hr@gccsda.com)