

## **Sterling Volunteers**

### **Local Screening Administrator Guide**

**August 2019**

#### **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 Adventist Screening Verification.
- 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 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 a new administrator account. Note: The individual your board chooses as the local administrator must log on to Adventist Screening Verification and create his or her own user name and password before he/she can be activated in the system as the local administrator.

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

- Log on to <https://www.nadadventist.org/asv>
- 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 <https://www.nadadventist.org/asv>
- Create a user account & consent to background check
- Complete the required training and screening (volunteers 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)