

NEW process for Youth Volunteers

Code of Conduct

Meeting with Youth Volunteers (ages 12-17)

SEC Responsibility

- *Maintain file on all applicants*
- *Provide file/link to forms for Adult Supervisors to access & make copies.*
- *Forms include:*
 - Sign-in sheet*
 - Code of Professional Conduct & Questionnaire*

Adult Supervisor Responsibility

Adult Supervisor is any adult leading the upcoming event (VBS, youth retreat, ...) and will supervise youth (ages 12-17) volunteering to help provide service to the youth participants..

- *Schedule a meeting to meet with youth volunteers*
- *Prepare necessary forms for meeting*
 - Sign-in sheet*
 - Code of Professional Conduct*
 - Registration Form*
- *Prepare Agenda (see Sample)*
- *Return completed forms to the Safe Environment Coordinator.*

SAMPLE
MEETING

Agenda

- **Prayer**
- **Welcome & Introductions**
 - Adult Volunteers and Youth Volunteers*
- **Description of Event**
- **Discuss Rules and Expectations**
 - Time: Start, End (Pickup time for parents)*
 - Duties: familiar with activities, demonstrate responsibilities*
 - Questions: Allow time to answer questions*
- **Review Professional Code of Conduct & Questionnaire for Youth Volunteers (ages 12-17)**
- **Registration form for event (parent consent and liability waiver)**
- **Collect all completed forms with signatures (including parents signature)**