



SCOTTSDALE CHRISTIAN ACADEMY

VOLUNTEER BACKGROUND SCREENING PROTECT MY MINISTRY

October 1, 2021

Dear Valued Volunteer,

We value our volunteers and the service they provide to our students, thank you for considering being a part of the SCA family of volunteers! To be on our list of approved volunteers each year, the following forms are to be completed (one form per volunteer/each year) prior to serving:

1. **A Volunteer Agreement Form:** The front Agreement and back Code of Conduct to be signed.
2. **Signed Statement of Faith, Position on Critical Issues and Statement on Marriage, Gender and Sexuality:** Note if you are a current SCA parent and this was already completed and signed with your student enrollment for current school year, then you do not need to sign again.
3. **Driver Information/ Vehicle Insurance Form:** This is only required if you wish to be eligible to be a driver (Fill entire form and provide complete explanation if YES response to questions)
4. **Background Check:** Request for Background Check completed each year, unless you have a current Level 1 fingerprint card which is good for 6 years. (We require all individuals to provide a copy of their Level 1 fingerprint card or information for a background screening, which we run prior to the date you begin to serve, and we may run anytime during your term of service. Directions for background screening below.
5. **Training Video Completed:** This must be done one time upon initial application.

Directions to complete the background screening:

Please go to the SCA website www.scottsdalechristian.org :

- "MY SCA" in the upper right corner
- Scroll down under Background Check Link
- Employee/Volunteer Background Check
- Select Volunteer

The steps above will take you to a secured site where you will provide the information that will then be sent to the Protect My Ministry site for the background screening. If you have not already completed the Child Sexual Abuse Prevention Training Course you will receive a training video from this site. The training must be completed within 2 weeks of receiving the notification. **Completion of the Training Course is REQUIRED one time upon completion of initial application to be cleared for volunteer work.**

If you have any questions regarding the above requirement, please feel free to call at (602) 992-5100 x 1101.

Thank you,

Dori Richardson