**Application & Qualification –**

All employment candidates and volunteers who work with children and youth shall

1. Complete an application (Every Two Years)
2. Provide a minimum of three references, which shall include both work-related and personal. (Every Two Years)
3. Grant written permission to conduct a background check as specified by this policy.
4. Upon selection, sign an acknowledgement of these policies and procedures and fulfill all training obligations within one month after assuming duties.
	1. Code of Conduct (Reviewed and Signed Annually)
	2. Fill out Medical Form (Annually)
	3. Acknowledge Discipline Standard (Annually)
	4. Training: Aramatus Program (Every 3 Years)
	5. Volunteer Driver Form (Annually) – Must be at least 25 years of age.

1. In all cases, an employee or volunteer under the age of 18 working with minor children shall be under the supervision of an adult over the age of 21.
2. Employees or volunteer leaders under the age of 21 shall not supervise or lead a youth group in which the oldest participating minor child is less than three years younger than the supervisor/leader.