

Dear **ADULT Volunteer**,

We are so excited in your interest to join the New Braunfels Kids' Club (NBKC) team! We appreciate your desire to enrich the lives of children in our community and share Christ's love with them.

To ensure the safety of our children, we require all volunteers to do the following:

1. Read the **Volunteer Handbook**.
2. Fill out, sign, and *return* the **Primary Screening Form**.
3. Fill out, sign, and *return* the **Request for Criminal Records Check and Authorization**.
4. Allow NBKC to make a copy of your Driver's License or an official Picture ID.
5. CISD Volunteers Only: Also, please follow the **Volunteer Directions for Comal ISD Background Check** page.

Please return the completed forms to the NBKC staff.

For your convenience, a school calendar will be provided upon request. NBKC follows the same calendar. NBKC will not meet on any school holidays, or school breaks.

Thank you again for your willingness to allow Christ to use you in this ministry. We appreciate all of our volunteers and pray that the Lord Jesus Christ will richly bless you for all of the time you invest at New Braunfels Kids' Club.

Sincerely,
New Braunfels Kids' Club Staff

*"The thief comes only to steal and kill and destroy;
I came that they may have life, and have it abundantly."
John 10:10 (NASB)*

NAME: _____

**CONFIDENTIAL
PRIMARY SCREENING FORM**

**Volunteer and Salaried ADULTS
Who Work with New Braunfels Kids' Club Students**

This application is to be completed by all persons applying for any position (volunteer or compensated) involving the supervision or custody of minors. This is a screening form being used to help New Braunfels Kids' Club provide a safe and secure environment for those children and students who participate in our programs and use our facilities. In caring for our children and students, we believe it is our responsibility to seek an adult staff that is able to provide healthy, safe, and nurturing relationships.

For Office Use Only:

NBISD:

_____ **Main Campus**
M/W & T/Th

CISD:

_____ **MES**
T/Th

_____ **GFES**
M/W

_____ **SZES**
M/W

DAYS:

_____ Monday

_____ Tuesday

_____ Wednesday

_____ Thursday

POSITION:

_____ Bus Driver

_____ Electives

_____ Greeter

_____ Kitchen Helper

_____ PALS

_____ Reading Buddy

_____ Team Leader

_____ CISD – Food Delivery

_____ Other:

DATE:

NBKC Received Packet: _____

Driver's License/Picture ID Copied: _____

CISD – Background Check Cleared: _____

NBKC – Background Check Submitted: _____

NBKC – Background Check Cleared: _____

Initial Contact: _____

START DATE: _____

T-Shirt SIZE: _____

Add to Email Distribution List: _____

Add to Volunteer Database: _____

Add to RAPTOR Database: _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Full Middle Name: _____
(Identity must be confirmed with a state driver's license or a picture ID)

Date of Birth: _____ (M) Male or (F) Female: _____

Present Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____ County: _____, USA

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Marital Status: _____ Married _____ Single _____ Divorced _____ Widowed

No. of Children: _____ Ages: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone: _____

SCHOOL you are attending (if applicable): _____

T-SHIRT SIZE (Adult Sizes): _____ Small _____ Medium _____ Large _____ XL _____ XXL

Please indicate the age group with which you prefer to work:

_____ Grade 1 _____ Grade 2 _____ Grade 3 _____ Grade 4 _____ Grade 5 _____ No Grade Preference

How did you hear about New Braunfels Kids' Club? _____

Write a brief testimony about how and when you became a Christian: _____

How would you describe your spiritual walk right now? _____

Are there any special events or concerns happening in your life right now that would have an impact in your commitment and involvement in the ministry area you are applying to work in (i.e. vacations, work/school schedule, other commitments)?

LEGAL AND LIFESTYLE CONCERNS

Have you ever been convicted of or pleaded guilty to a crime? _____ Yes _____ No

If yes, please explain (attach a separate page if necessary): _____

Have you ever been accused of or convicted of any form of child abuse? _____ Yes _____ No

CHURCH HISTORY AND PRIOR WORK WITH MINORS

Name of church of which you are a member: _____

List other churches you have attended regularly during the past five years (list church's name and address):

List the previous church work involving minors (list each church's name, address, city, and state; type of work performed; and dates):

List all previous non-church work involving minors (list each organization's name, address, city, and state; type of work performed; and dates):

List any giftings, calling, training, education or other factors that have prepared you to work with school-age children:

PERSONAL REFERENCES (not former employers or relatives)

1. Name _____ Relationship: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
2. Name _____ Relationship: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
3. Name _____ Relationship: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give New Braunfels Kids' Club (NBKC) any information (including opinions) that they may have regarding my character and fitness for work with the New Braunfels Kids' Club students. In consideration of the receipt and evaluation of this application by New Braunfels Kids' Club, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Volunteer Handbook and the Mission Statement and the Statement of Faith and the Code of Conduct Policies of New Braunfels Kids' Club, and to refrain from unscriptural conduct in the performance of my services on behalf of this ministry.

I further state that I HAVE CAREFULLY READ THE FORGOING RELEASE, VIEWED ONLINE (<http://nbkidsclub.org>) AND READ THE VOLUNTEER HANDBOOK, WHICH INCLUDES THE MISSION STATEMENT, AND STATEMENT OF FAITH, AND CODE OF CONDUCT POLICIES AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE OF MY OWN FREE ACT (*printed copies of these documents are available upon request*). This is a legally binding agreement which I have read & understand.

Applicant's Signature: _____ Today's Date: _____

CODE OF CONDUCT POLICIES

At New Braunfels Kids' Club, it is our goal to protect students from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

I, (**PRINT NAME**) _____, as a staff/volunteer member of New Braunfels Kids' Club (NBKC), I agree to the following:

1. I will hold all information that I may obtain directly or indirectly, concerning students, families, teachers, administrators, or other volunteers as **ABSOLUTELY CONFIDENTIAL**.
2. As a staff/volunteer member for a Christian ministry, I will conduct myself in a manner that reflects core Christian values. I will refrain from any unscriptural conduct while serving on behalf of this ministry.
3. Staff and Volunteers will use appropriate touching at all times. This includes high-fives, fist bumps, handshakes, side hugs, and pats on the backs or shoulders. The child's right not to be touched and right to say "NO" will be respected.
4. I will foster a loving relationship with all children, families, staff, and volunteers in this ministry. In doing so, I will exhibit a kind, loving, and Christ-like attitude at all times.
Abuse of children will not be tolerated. This includes:
 - a. Physical Abuse – strike, spank, shake, slap, grab, pinch
 - b. Verbal Abuse – humiliate, degrade, threaten, demean, foul language
 - c. Sexual Abuse – including inappropriate touching, exposure
5. I understand that it is my obligation to report any suspected abuse to the www.txabusehotline.org. Failure to report any suspicions or knowledge of abuse or neglect within the first 48 hours is against the law.
6. Staff and Volunteers must adhere to the following conditions in order to provide a safe environment for all children:
 - a. At **NO TIME** should a staff member/volunteer and child be alone in a restroom. Staff and volunteers are to only use the office restroom.
 - b. At **NO TIME** is it appropriate for one staff member/volunteer to be in a classroom alone with a child or group of children. If two or more adult volunteers are present in a classroom, the door may be closed.
7. I am aware of and will follow the NBKC Discipline Policy. I will contact a NBKC Staff member for assistance with any discipline issues that cannot be handled in accordance with this policy.
8. Staff and volunteers are not permitted to give gifts to children or accept gifts from children outside the arranged program-wide opportunities.
9. I will be punctual and conscientious, conduct myself with dignity, courtesy and consideration of others; and endeavor to make my work professional in quality. I will display Christ-like behavior toward other staff and volunteers, and "believe for the best" in any situation. Disagreements will be handled in a biblical way, promoting unity and love.
10. I will not solicit my political or specific religious beliefs to students, their families, or other staff/volunteers. Please see the Mission Statement and Statement of Faith for clarification. In addition, I will not promote or solicit personal related business ventures.
11. I agree to **NOT** arrange or initiate any contact with NBKC students outside of NBKC program times for my own safety and the safety of the student. This includes personal visitation, emails, text, or phone calls.
12. I will make my best effort to fulfill my commitment to NBKC by completing all volunteer assignments that I accept and make every effort to resolve any problems related to my volunteer assignment with the NBKC Staff.
13. I understand, as a Volunteer, my services are donated to NBKC without compensation or promise of future employment.

Signature _____

Date _____

New Braunfels Kids' Club staff reserves the right to immediately remove any staff/volunteer from their service position due to the breach of the above stated Code of Conduct Policies.

REQUIRED FOR ANY COMAL ISD SCHOOL

VOLUNTEER DIRECTIONS FOR COMAL ISD BACKGROUND CHECK

1. Log on to the district website at www.comalisd.org
2. On the Home Page, go to the top menu and move your mouse over “**Community**” and then click on “**Volunteer Information**” in the dropdown list
3. Click on “**Online Volunteer Background Check Form**”
4. Fill out the form and click “**Submit**”.

You will receive a confirmation email in about a week from the district. **Please forward the email from CISD showing you are APPROVED to kelyn@nbkidsclub.org and debbie@nbkidsclub.org when you receive it.** We need a copy of this form for our files before you can volunteer on a Comal ISD Campus.

Please call or email us if you have any questions at 830-626-7762. Thank you for your willingness to serve.



REQUEST FOR CRIMINAL BACKGROUND CHECK AND AUTHORIZATION

(Full Name MUST match Driver's License exactly)
PRINT: First Name Middle Name Last Name

PRINT: Maiden Name Nickname

PRINT: All Aliases

(M) Male / (F) Female Date of Birth Social Security Number

Driver's License Number State (DL) Expiration Date

PRINT: Current Street Address

PRINT: City State Zip County Country, USA

PRINT: Other States Lived In

Best Contact Phone Number Email address

Church Affiliation (if any):

Record sent to: New Braunfels Christian Ministries
169 S. Hickory Ave.
New Braunfels, TX 78130

I certify that the information contained above is correct. I hereby authorize New Braunfels Christian Ministries, (NBCM), including its DBAs, New Braunfels Kids' Club (NBKC), and Volunteers in Medicine (VIM), to conduct a criminal background check (CBC) in accordance with any applicable NBCM policy and obtain any information which pertains to any record of convictions contained in its files or any criminal file maintained on me whether local, state, or national or international. This authorization shall be ongoing for the duration of my time volunteering with NBCM. I hereby release NBCM and its affiliates, trustees, board of directors, employees, agents, or representatives from any and all liability resulting from such disclosure. I understand that NBCM nor its affiliates, trustees, board of directors, employees, agents, or representatives may not be held liable for an accidental injury or illness suffered by me, or a third party as a result of my volunteer activities & I also understand that NBCM nor its affiliates, trustees, board of directors, employees, agents, or representatives will not be responsible for any claims made by the third party as a result of my volunteer activities. I understand that submitting the Volunteer Background Check Authorization will not allow me to volunteer unless I receive final approval from NBCM.

Signature

Date