

Instructions for CPP Forms

For GNC Coordinators or Team Leaders

Each person working with children in a Good News Club must complete the following forms and returned to the CEF Greenville/Piedmont office (Please keep all of an individual's forms together). When we receive them, we will do a background check and let you know if anyone cannot work in the club. Use the information on these forms to complete the School-Based GNC[®] Information Sheet. The background check for an individual is good for a period of 5 years. After the 5 year period has passed a volunteer must complete all background check forms and send them to the CEF Greenville/Piedmont office so an updated background check can be performed. Coordinators will be notified when volunteers need to have an updated background check.

ALL NEW WORKERS

Form A - Confidential Screening Form

- Have all workers list one reference that is the same. This reference may be the coordinator, the church pastor, or another staff member. Make sure that this reference does know the applicant well enough to complete the reference.
- If a person has been at the church less than a year, he/she must put a past reference.

Form B – Background Check Authorization

- The coordinator may be the “witness”. (The form does NOT have to be notarized.)
- The applicant must have read the **CPP Fact Sheet** (copy front and back) and listened to the **CPP Audio** (there is a guidelines hand out to look at while listening) before signing the application. If anyone can't listen to the CD with the group, they can listen at:
 - Toll free 866-878-4182
 - www.cef-sc.org; click on left sidebar-Applications & Forms; click on Child Protection Audio
- If you are in Pickens Co., make sure the applicant has watched the Bloodborne Pathogens video (you have a copy) or participated in the school volunteer orientation.

Form C – Telephone Reference Check

- If everyone has listed one reference that is the same, then give this form, with the name of the applicant at the top, to the reference. Have them fill them out and return the reference to you ASAP.
- If anyone has listed references that are different, call one reference and ask them the questions on this form.
- Only one reference is required.
- Sign your name at the bottom of the form.

Form D – Interview Questions for Volunteers

- If you know the applicant well, have the applicant fill out this sheet.
- If you don't know the applicant well, ask these interview questions, watching closely for body language that might be a red flag.
- You are the interviewer.

ALL WORKERS EVERY YEAR

CEF Statement of Faith and Doctrinal Protection Policy/CEF Worker's Compliance Agreement (copy front and back) - *This must be signed and returned to the CEF office annually by each volunteer.*