

# COMMON POLICY CONTENTS

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## APPENDIX

### Forms for Staff Use

- Security and Safety On-Site Checklist
- Security and Safety Off-Site Checklist
- Trip Planning Sheet
- Activity Permission and Liability Waiver
- Reporting Compliance

### Forms and Information for Volunteer Selection

#### *Potential Volunteers*

- Volunteer Information Form
- Personal Safety Covenant
- Authorization for Criminal Records Check

#### *Volunteer Selection Team*

- Sample Interview Suggestions
- Reference Check Form for Phone Calls
- Reference Check Form, if written

Fingerprinting Q and A  
*Keeper of Records*  
Volunteer Selection Process Record  
*Potential Drivers*  
Driver Authorization Form

**Form for Parents and Adult Participants**

Medical Information and Release, Emergency Contact Information, and  
Publicity Release (one form)

**Sex Offender Documents**

Sample Sex Offender Covenant  
Disclosure Sequencing

**Procedure for Resolving Church Concerns, Grievances or Conflicts**

Sample Procedure for Response to Concerns, Grievances or Complaints  
the form for expressing Concerns, Grievances, or Complaints