

**Child Protection Policy Volunteer Application Process**  
**Collegiate Ministries - Georgia Baptist Convention**

**Please use this as a check list for your application before you turn it in.**

1. **ANY** student who will work with students/children below the age of 18 **MUST** fill out the Volunteer Application **COMPLETELY**. Failure to fill out the form **CORRECTLY, LEGIBLY** and **COMPLETELY** will hold up your approval process. Applications **MUST** be submitted to the UGA BCM office and the person must be approved **BEFORE** beginning volunteer service. Students are asked to fill in the form completely.

**LEAVE NO SPACES BLANK WITH THE EXCEPTION OF THE FOLLOWING:**

**\*page 3 of 8**

Volunteer for Department/Ministry

**\*page 4 of 8**

Volunteer Position/Assignment

Date of Assignment

Ministry Department

Event/Ministry Title

2. Pages 1 and 2 are for your records. Return pages 3-8.
3. Please **PRINT LEGIBLY** and **USE ONLY BLACK OR BLUE INK**.
4. When listing an address, students are requested to list their **permanent (home) address**. Former addresses are important – please include them too especially if you have been at your current address less than one year.
5. You **MUST** have a witness sign saying that they witnessed your signature on page 3 and 7. Be sure both witness signatures are legible and completely filled out.
6. On page 6 make sure that you provide **ALL** the information for your references.
7. On page 7 you **MUST** check the yes box to state that you are willing to undergo a criminal background check. If you are not willing to undergo a background check there is no need for you to fill out the form in the first place.
8. On page 7 you **MUST INITIAL** in the blank beside each statement. (NO checkmarks)
9. Be sure your Social Security Number and Date of Birth are listed in both places. (Pages 4 and 8)
10. If you are an international student, please provide your passport or visa number plus the country of origin in the place of the social security number.
11. If you were approved last year to volunteer you need only to fill out a one-page renewal sheet instead of the entire packet unless your initial three year approval has passed. The renewal sheet will have **RENEWAL** printed at the top of the page.
12. The approval process can take two to three weeks.
13. Please turn in all completed forms to Rhonda Sorrow in the BCM office.
14. You will receive an email from Rhonda Sorrow once you have been cleared to volunteer. You will not be able to volunteer in our community action programs until you receive this clearance.
15. If three weeks passes and you have not received an email please check with Rhonda so she can check up on your application. You can drop in the BCM office, email her at [ugabsu@charter.net](mailto:ugabsu@charter.net) or call her at 706-549-2747 ext. 201.