



The Sword Conservatory, Inc.

Volunteer Application – Adults

Thank you for your interest in becoming a volunteer for The Sword Conservatory, Inc. (“TSC”). Our organization has adopted a formalized volunteer application process in order to ensure compliance with our Conduct Risk Management Program and the *Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017* (“Safe Sport Act”).

This document is your guide to the application process, but please familiarize yourself with TSC’s Conduct Risk Management Program before beginning. A summary can be found at <https://swordconservatory.org>. Select Policies, then “Intro to Conduct Policy”. If you have any questions, please reach out to the Compliance Officer, who is responsible for overseeing the process.

The Application Process

1. Complete the Volunteer Application found in this document and submit it to the Compliance Officer.
2. For Volunteer Applicants who will have no contact with minors or the public, the Application Process is complete (except when a face-to-face interview is needed). All others must continue...
3. Complete the online portion of the Volunteer Application, which consists of one of a. or b. :
 - a. Entering information for a criminal background check.
 - i. Link: <https://opportunities.avery.com/TSCInc>
 - ii. Cost is \$12.00. *If you choose only this option, you will not be authorized to transport TSC equipment or personnel.*
 - b. (Optional) Entering information for a Department of Motor Vehicles (“DMV”) check.
 - i. Link: <https://opportunities.avery.com/TSCInc2>
 - ii. Cost is \$27.50 for drivers with North Carolina licenses. *A successful DMV check enables the successful Volunteer applicant to be a Volunteer Driver: transporting TSC equipment and/or personnel, as described in the Conduct Risk Management Program.*
 - c. Authorization of background investigations.
 - i. **Background checks are repeated every two years to maintain Volunteer status.**
 - d. Review, accept, and acknowledge the TSC Conduct Risk Management Program.
 - i. **Repeated every year to maintain Volunteer status.**
4. Once the background check is complete, you will be e-mailed a link for Abuse Prevention Training.
 - a. **Abuse Prevention Training is repeated every two years to maintain Volunteer status.**
 - b. Training is approximately 2 hours in duration.
 - c. Note that where the training and the TSC Conduct Risk Management Program disagree, the TSC Conduct Risk Management Program is correct. For instance, the training mentions that not everyone may be required to report suspicions of child abuse. With the Safe Sport Act, that is no longer the case; everyone is required to report.
 - d. You must complete the training and pass the test that goes with it (which is administered at the end of the training).
5. Sign the TSC ADULT WAIVER AND RELEASE OF LIABILITY found at <https://swordconservatory.org>
 - a. Submit this to the Conduct Officer.
 - b. **Repeated every year to maintain Volunteer status.**
6. Once your Volunteer Application has been processed, you will be contacted with the results and to schedule a face-to-face interview for those positions which require it.
 - a. Positions requiring a face-to-face interview include: Assistant Instructors, Instructors, Officers, Board Members, and other Volunteer positions as deemed appropriate by the Conduct Officer and/or Board of Directors.

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Volunteer Application Form – Adults

Name	
Address	
E-Mail	
Phone Numbers	Home: _____ Cell: _____
Languages Spoken	
Relevant Experience	
<u>Applicants for Instructor, Officer, and Board of Director Positions:</u> Three personal and/or professional references. At least two should not be relatives.	

Applying for Positions	Mark with a Check if Applying for this Position
Back-office (no interaction with minors or public)	
Board of Directors or Officer	
Instructor	
Assistant Instructor	
Demonstrator	
General Event Assistant	
<u>In addition to the Position(s) selected above, would you like to apply for authorization to transport equipment and/or personnel on behalf of TSC? (Circle One.)</u>	YES NO

I, the Volunteer Applicant, attest that all information is correct to the best of my knowledge.

Volunteer Applicant Name, Printed _____

Volunteer Applicant Signature _____

Date: _____