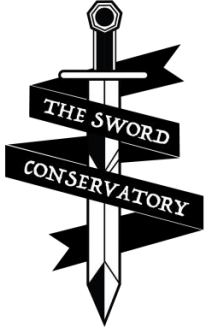


The Sword Conservatory, Inc.

Volunteer Application – Minors



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 Steps – To Be Completed by Parent or Guardian

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, skip to step #6. All others must continue...
3. In the application form, the Parent / Guardian must indicate whether they want their minor child to review the TSC Conduct Risk Management Program. This may be found at <https://swordconservatory.org>.
 - a. This is entirely optional, as the Program document discusses mature topics which are not appropriate for all children.
 - b. It is highly recommended that parents review the policy document prior to authorizing it for their child.
 - c. If selected, have the minor sign the final page of the document and submit it to the Conduct Officer.
4. In the application form, the Parent / Guardian must indicate whether they want their minor child to receive Abuse Prevention Training.
 - a. This is entirely optional, as the training discusses mature topics which are not appropriate for all children.
 - b. It is highly recommended that parents complete the training prior to authorizing it for their child.
 - c. If selected, an e-mail with a link to the training will be sent to the address indicated on the application form.
 - d. Taking or passing the test which is included at the end of training is not a requirement for a successful minor Volunteer application.
5. Sign the TSC MINOR 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 which minors can hold, which require a face-to-face interview include: Assistant Instructors and other Volunteer positions as deemed appropriate by the Conduct Officer and/or Board of Directors.

The Sword Conservatory, Inc.
Volunteer Application Form – Minors

Volunteer Applicant Name		
Volunteer Applicant Address		
Parent Name(s)		
Parent Address(s)		
Parent / E-Mail(s)		
Phone Numbers	Home:	Home:
	Cell:	Cell:

Applying for Positions	Mark with a Check if Applying for this Position
Back-office (no interaction with minors or public)	
Assistant Instructor	
Demonstrator	
General Event Assistant	

	Parent / Guardian Initial if Authorized
I authorize my minor child to review the TSC Conduct Risk Management Program	
I authorize my minor child to receive Abuse Prevention Training. <u>If I authorized, please e-mail the Training link to this e-mail address:</u>	

I, the Parent or Guardian of the minor Volunteer Applicant named above, attest that all information is correct to the best of my knowledge. I authorize this application, and for my minor to be a Volunteer of The Sword Conservatory, Inc. if approved.

Parent/Guardian's Name, Printed _____

Parent/Guardian's Signature _____

Date: _____

Minor Child / Ward's Name, Printed _____

Minor Child / Ward's Signature _____

Date: _____