



One-Time Supervised Volunteer Form

Date _____

Event _____

Volunteer Position Considering _____

Name _____

Address _____

Phone _____

Email _____

Applicant Name (printed) _____

Applicant Signature _____

Staff/Volunteer Leader Name (printed) _____

Staff/Volunteer Leader Signature _____

****See back for Terms and Conditions and Behavioral Guidelines***

Terms and Conditions

Under an extenuating circumstance, a paid staff member or approved volunteer may give a one-time approval to a non-screened adult volunteer under the following terms and conditions:

- Supervisory Procedures above are not being met.
- The activity or event is not being held overnight.
- The non-screened adult volunteer must be under the supervision of a paid staff member or approved volunteer at all times.
- The non-screened adult volunteer may not drive the church bus or transport minors off of church grounds.
- Previously disqualified applicants are not permitted.
- Habitual use of this extenuating circumstance clause is not permitted.
- The non-screened adult volunteer must fill out and agree to the terms of the *One-Time Supervised Volunteer Form*.

Behavioral Guidelines

All volunteers and paid staff will observe the following guidelines:

- Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
- To the extent possible, **WITTENBERG LUTHERAN CHURCH** events that are co-educational will have both male and female chaperones.
- Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.
- Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
- If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
- If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of **WITTENBERG LUTHERAN CHURCH** for handling.
- Being under the influence of alcohol or illegal drugs is strictly prohibited during church-sponsored events with minors.