

CHILD SAFETY VOLUNTEER APPROVAL PROCESS RACI

Responsible - one who has ultimate authority for task

Accountable - one who performs the task

Consulted - one who gives advice on task

Informed - one who is made aware of the task



GREATER WILMINGTON

C H U R C H

Step	Task	Volunteer	System	Adrienne 1 yr - K	Glenda 1st-5th	Jeff 6th-12th	Reference	Church Adm
1	Complete Children's & Youth Ministry Vounteer Application Request Form	R A						
2	Verify Vounteer is a Member of GWC (>6 months)		C	C	C	R A		
3	Verify Volunteer's information is in F1Go		C			R A		
4	Deliver Volunteer Application Form Link to Volunteer	I	A			R		
5	Complete Volunteer Application Form	R A				C	I	
6	Email is delivered to initiate documentation	I	A	C	C	R C		
7	Complete Online Application, References, Release and Code of Conduct Form	R A	C				I	
8	Deliver Completed Application, References, Release and Code of Conduct Form to Committee Member		A	I	I	R I		I
9	Initiate Online Child Safety Screening Approval Form		C	A	A	R A		
10	Review Application, References, Release and Code of Conduct for completeness	R	C	A	A	A		
11	Update Online Approval Form for Member Status and Completed Volunteer Application		C	R A	R A	R A		
12	Initiate Background Check		C			R A		
13	Approve Background Check		C			R A		

14	Update Online Approval Form for Completed Background Check		C			R A		
15	Schedule Interview time with volunteer (after video)			R A	R A	R A		
16	Complete Interview using Online Interview Form		C	R A	R A	R A		
17	Deliver completed Interview Form to Child Safety Committee Member		A			R		
18	Update Online Approval Form for Interview Completed		C	R A	R A	R A		
19	Send the Three (3) References the Online Reference Form Link		C	R A	R A	R A	I	
20	Receive Completed Reference Check Form	R	C	I	I	I	A	
21	Update Online Approval Form for Completed References Check		C	R A	R A	R A		
22	Send Volunteer Safety Training Videos and alert them of the quiz at the end							R A
23	Receive score of Training Video Quiz	R A						I
24	Inform GWC Child Safety Committee Member the volunteer's Video Quiz Score			I	I	I		R A
25	Update Online Approval Form for Completed Child Safety Training Video		C	R A	R A	R A		
26	Obtain fit-for-service-approval from the volunteer's Ministry Leader			R A	R A	R A	C	
27	Update Online Approval Form for Ministry Leader's Approval		C	R A	R A	R A		
28	Verify all required items and documentation is completed		C	R A	R A	R A		
29	Update Online Approval Form with Approval Decision, Notes and Approver's signature		C	R A	R A	R A		
30	Deliver Volunteer's Approval Form and Documentation to Church Admin		A			R		I
31	File Volunteer's Approval Form and Documentation in GWC Record Retention							
32	Alert Volunteer of Screening Approval Status							