

INSTRUCTIONS TO COMPLETE:

Unless specified, the following must be completed for volunteers (who come in contact with minors), for paid staff and board/committee members:

PART A:

- 1. Confidential Screening Form (in the package – please complete).**
- 2. Review Protecting Today’s Child presentation**
- 3. Read Child Protection Policy**
 - The Child Protection Policy is located at: cefonline.com/childprotection or listen to it at: 866-878-4182.
- 4. Workers Compliance Authorization Agreement (in the package – please complete).**
- 5. Permission to Transfer Screening Information Agreement (in the package – please complete).**
- 6. Government Issued ID**
 - A copy of your government issued ID (e.g., driver’s license front and back) must be scanned and attached with the document upon completion.

Once you completed steps 1-6, please email your completed package to Steve Fox at steve@cef-will.org , or Valarie Hunt at valarie@cef-will.org, or mail to the following address:

CEF
305 Channahon Street
Shorewood, IL 60404

PART B:

Upon receipt of your information, we will complete the next two steps.

1. Background/Reference Check Authorization (in the package – please complete).

- In accordance to the Child Protection regulations, a background check must be conducted with anyone who will be working with the children to protect the child from abuse and our workers from false accusations. CEF will accrue a cost of \$5.00 to conduct the test. A donation would be appreciated.

2. Personal Interview

- A staff member from Child Evangelism Fellowship (CEF) will conduct a short interview via: in-person, skype (by phone) or other video form by the computer. The confidential screening will take approximately 3 minutes and consist of answers 3-4 questions.

If you have any questions regarding this form, please contact us at 815-741-0366.