

Registration and Medical Permission Form
Northwood Presbyterian Youth Group Volunteers

1. Adult Name: _____ Age: _____ Birth Date: _____
(first and last name)

2. Adult Name: _____ Age: _____ Birth Date: _____
(first and last name)

List any medications being taken and/or allergies (including food allergies):

Adult #1 _____

Adult #2 _____

Medical history (both emotional and physical) of which leaders and Medical Personnel should be aware (please be honest so we are able to serve you effectively):

Adult #1 _____

Adult #2 _____

Health conditions (both emotional and physical) of which leaders should be aware (please be honest so we are able to serve you effectively):

Adult #1 _____

Adult #2 _____

Primary Emergency Contact: _____

Relationship: _____ Phone: _____

Address: _____ Cell: _____

Secondary Emergency Contact: _____

Relationship: _____ Phone: _____

Address: _____ Cell: _____

Primary Care Physician: _____ Phone: _____

Address: _____

Medical Insurance Company: _____

Subscriber: _____ Policy # _____ Group # _____

Dentist: _____ Phone: _____

Address: _____

Dental Insurance Company: _____

Subscriber: _____ Policy # _____ Group # _____

I give permission for any NPC Youth Group representative to authorize emergency treatment for the above listed in the event the emergency contacts cannot be reached.

Signature: _____ **Date:** _____

Other Permissions

Media:

I do / do not (circle one) give permission for NPC to use unidentified photos of (Circle) **A1 A2** for the following (check all that apply):

- ☐ Church web site
- ☐ Newspaper
- ☐ Brochures / internal printed materials
- ☐ Local or National Presbyterian publications
- ☐ NPC's directory
- ☐ NPC's Youth Group scrapbook

Signature: _____ Date: _____

Youth Group Directory:

I do / do not (circle one) give permission for NPC to include me/us (Circle) **A1 A2** to be included in a directory to be distributed to YOUTH GROUP MEMBERS AND LEADERS ONLY. Permission includes the following information (check all that apply):

- ☐ Name(s) ☐ Address
- ☐ Phone Number ☐ E-mail Address(es)
- ☐ Birthday(s)

Signature: _____ Date: _____

BACKGROUND CHECK FORM
Northwood Presbyterian Church
CONFIDENTIAL

This form is to be completed by all applicants for any volunteer or paid position involving the supervision or custody of minors.

Name _____ SS# _____ - _____ - _____ DOB _____ / _____ / _____

Home address _____ Apt/Bld # _____

City _____ State _____ Zip _____ Home Phone _____

How long have you lived at this address? _____ If less than five years, list last out of state address:

Address _____ Apt/Bld # _____

City _____ State _____ Home Phone _____

Current driver's license? ☐ Yes ☐ No DL# _____ What State? _____

Please check the following appropriate box. If more space is needed, please use an additional sheet of paper.

1. Have you ever been accused, in a written and signed statement, of sexual misconduct with a minor?
☐ Yes ☐ No
2. Have you ever been accused, in a written and signed statement, of sexual misconduct with an adult?
☐ Yes ☐ No
3. Have you ever been dismissed from any position, volunteer or paid, because of accusation of sexual misconduct on your part?
☐ Yes ☐ No
4. Have you ever resigned from a position, volunteer or salaried, because of an accusation of sexual misconduct on your part or to avoid being dismissed because of an accusation of sexual misconduct on your part?
☐ Yes ☐ No
5. Have you ever been accused, in a written and signed statement, of sexual misconduct more than once?
☐ Yes ☐ No
6. If your response to any of the foregoing questions (1-4) is "yes," please provide on a separate sheet of paper all details regarding each accusation of sexual misconduct that has been made in regard to you. Please include a description of the alleged misconduct, the name of the person who made the accusation, the date of the alleged misconduct, and the name of your employer or volunteer organization you served at the time of the alleged misconduct, if applicable.
7. Have accusations of sexual misconduct on your part ever resulted in civil or criminal proceedings at any level (ex. Indictment, arrest, trial, etc.)?
☐ Yes ☐ No (If yes, please provide, on a separate sheet of paper, the complete details of those proceedings. (Include dates, circumstances, the jurisdiction where the proceedings occurred, the nature of the accusations, and the results.)
8. Have there been more than one accusations of sexual misconduct on your part that have resulted in civil or criminal proceedings.
☐ Yes ☐ No (If yes, please provide the same details as in question 6 for each proceeding.)

(Over)

9. Other than the above, is there any facts or circumstances involving you and your background that could call into question your being entrusted with the supervision and care of young people?
 ___ Yes ___ No (If yes, please describe on a separate sheet of paper.)
10. For those who will be accompanying minors away from the church site, please provide three adult references (names, addresses, and phone) of persons who are not related to you by blood, marriage or other family relationships and are not employed or supervised by you, who can, to the best of their ability, provide statements concerning your character and clean record in regard to sexual misconduct with children, youth, and adults.

NAME

ADDRESS

PHONE

I verify that the information contained in this application is true and correct to the best of my knowledge. I understand that false answers, as well as the failure to sign this form, will result in my being denied the position I am being considered for. I also waive any privacy or confidentiality rules, regulations or laws in any state in the United States as it relates to releasing information to Northwood Presbyterian Church. I also authorize any local and/or state law enforcement, administrative agency or my references to any release information they may have to the Northwood Presbyterian Church for the purposes of determining and verifying my character and clean record, in regard to sexual misconduct, for working with children and/or youth. I further agree to be bound by the bylaws and policies of Northwood Presbyterian Church and to conduct myself in an appropriate manner within the doctrinal boundaries of Northwood Presbyterian Church.

Signature _____ Date _____

Please Print your name _____

Parent/Guardian _____ Date _____

Please Print your name _____

(If under 18, a parent or guardian must sign)

(For Office Use Only; Check those activities this person will be involved in)

___ Children's Ministry
Volunteer

___ Children's Church
Volunteer

___ Paid Nursery Worker

___ Youth Ministry
Volunteer

___ Vacation Bible School
Volunteer

___ Paid Children's Ministry
Worker

___ Parent's Morning Out
Volunteer

___ Children's Sunday
School Teacher

___ Paid Youth Ministry
Worker

___ Volunteer Nursery
Worker

___ Youth Sunday School
Teacher

___ Church Officer

Send to what agency: ___ Pinellas County Sheriff's Office ___ Florida Division of Law Enforcement

___ Other _____

Youth Volunteer/Chaperone Information
Northwood Presbyterian Church
Clearwater, FL

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Name of Employer: _____

Work Phone: _____

_____ Check here if you only want to be contacted at work, in case of emergency.

Date of Birth: _____

For the protection of our children and the peace of mind of their parents, all Youth Volunteers and Chaperones will be required to complete a criminal background check (known as a "green sheet"). Have you completed a background check form and submitted it as per the NPC policy? (circle) Yes No (If not, please see the Youth Director for the necessary forms and procedures)

Would you like to drive for Youth Group functions? (circle) Yes No

If yes, please complete a Private Vehicle Owner's Statement and return to the Director of Youth and Young Adults.

All youth and adults who participate in the Youth Group and the activities are representatives of Northwood Presbyterian Church and of Jesus Christ. All behavior will be strictly legal and will be respectful of other people, their customs, and their property. All chaperones will follow the guidelines in the Covenant of Conduct for Youth Leaders and Chaperones.

I agree with the above statement and have reviewed the Policies and Procedures for Youth Leaders. I take responsibility for my own behavior. I will work with the Director of Youth and Young Adults and the other youth Leaders and chaperones to supervise the youth at all times and to be a good example for them.

Signature: _____ Date: _____

Covenant of Conduct for Youth Leaders and Chaperones

Northwood Presbyterian Church Clearwater, Florida

Remember that the Youth Group is here for all youth to come and learn about God and His son Jesus Christ and to have fun in His name.

Set an example for the youth by treating everyone respectfully in a Christ-like manner. Foul or inappropriate language, including profanity, verbal harassment or abuse, or threatening language will not be tolerated. Nor will physical harassment or abuse will be tolerated. This includes sexual harassment, intimidation, bullying and fighting.

Do not argue with staff or other chaperones in front of youth. If there is a disagreement, resolve it in private. Do not make any disagreement public to the youth. Respect any decisions that are made and support them in front of the youth. One of the quickest ways to lose respect in the eyes of youth is to see the adults bickering.

Do not smoke, use any tobacco products or consume any illegal substance on NPC property before or during any youth group function. No alcohol, drug paraphernalia, firearms, knives, fireworks, hazardous materials and tobacco products are allowed on the church campus or trips.

Always wear appropriate clothing in front of youth. Men should always wear a shirt.

Abide by the Transportation Policy of Northwood Presbyterian Church, including the following:

- a) ensuring that all those in the vehicle are wearing seat belts
- b) obeying all traffic laws
- c) ensuring that copies of all transportation policies and insurance forms are completed and copies on file in the church office as well as the glove compartment of the vehicle.

Always inform staff before making any individual spontaneous trips or side excursions. Never take youth off campus or away from the off-campus activity without staff approval.

Review and have access to any release and medical forms for youth under your care. Do not distribute prescription or over-the-counter drugs to students without parental consent. Make sure youth leave an event only with a parent or other authorized adult designated on the Youth Info Sheet.

Abide by the Child Protection Guidelines of Northwood Presbyterian Church. This includes making sure two youth leaders (21 years of age or older) are at all youth functions at all times. No youth leader should ever be alone in a closed-door room with a youth member. Youth leaders should only have private meetings with a youth member in the presence of another youth leader.

As a matter of godly integrity, all youth group conversations should be kept in the strictest confidence unless deemed by the Leadership Team and the Pastor to require intervention.

Assist the staff in charge to ensure that all NPC policies are followed and tell the leader in charge if you have a concern about inappropriate behavior.

Full-time youth leaders will complete a basic first-aid class every three years or as necessary.

Full-time youth leaders will maintain CPR certification.

First-aid kits will be brought to all off-site functions.

Each event and function should begin and end in prayer. Grace will be said before every meal.

I have read and reviewed this Covenant of Conduct. I understand the expectations and agree to abide by them while at Northwood Presbyterian Church or at any off-campus events. I also have completed a background check form (known as a "green sheet") and have submitted it according to Northwood Presbyterian Church policy.

Signature: _____ Print Name: _____ Date: _____