Volunteer Staff
Qualifications, Registration & Screening

Purpose

This document details the qualifications and screening requirements of volunteer staff serving in Summer or Winter Camp sessions.

Volunteer Qualifications

Qualifications and requirements for all volunteer staff are set by CFBC's Board of Trustees. Prior to serving, they must meet the following requirements and be approved by the Camp Director and the Coordinator of the sessions they volunteer for.

1. Be a New Testament Christian, having been immersed in water for the remission of their sins (Acts 2:38; 22:16; Romans 6:3-4)
2. Be an active, faithful member of a Church of Christ.
3. Love kids and have a strong desire to help them become faithful disciples of Jesus Christ.
4. Be easy to work with and can maintain a Christ-like attitude even in difficult circumstances.
5. Pass a Level 2 Background Screening. Florida Statute 435.04 defines a level 2 background check as "a security background investigation where a potential employee is required to submit fingerprints to be screened through state law enforcement agencies, as well as national criminal history records." It also applies to volunteer positions at schools, camps, senior centers, and other places that involve working with vulnerable persons such as, children, people with disabilities, and seniors. Level 2 background screening checks applicants against databases of information on arrests, convictions, and incarceration related to violent behavior and crimes against children and other vulnerable persons. It will uncover certain high-profile records that have been sealed by courts, including juvenile convictions and detention.
6. Be willing to follow and enforce the rules and procedures set by the Board of Trustees and Camp Director.

Volunteer Registration & Screening Process

Step 1: Session Coordinator(s) Select & Tentatively Approve Volunteer Staff

Coordinator(s) of camp sessions recruit & select individuals they believe can be effective camp workers as well as good Christian examples to the campers who attend. Typically, the volunteer staff are already personally known to the Coordinator or at least has been recommended by another worker or church member. Occasionally, however, someone "unknown" registers online to be Staff for a particular camp session. In these cases, the Coordinator & the camp office work together to find out more about this person & why they want to be on the staff so that a determination can be made as to their suitability for that session.

Once selected, Volunteer Staff need to proceed with the remaining steps in the registration process as quickly as possible. Although parts of the process are somewhat of an annoyance, they are all necessary. Even more than that, the background screening steps (Steps 3 & 4) are…

- Are mandated by the State of Florida & cannot be waived by Central Florida Bible Camp.
- ***Must be totally completed PRIOR to arriving at CFBC for the specific camp session for which you have volunteered to serve. Failure to complete the background screening will prevent you from staying and serving at CFBC.***
- Must be re-done approximately every 5 years. If any deficiencies or problems arise, the Camp Office will contact you.

Step 2: Register in CFBC's Online Registration Parent Portal

A. Login to your portal account or create one if you don't already have one. Please do not create a new account if you have had one previously. Use the Reset Password link, if needed, or call the Camp Office if you have other issues logging in.

B. Select the Session(s) you plan to serve in and add the Staff Role (Waitlist Available) to the Cart.

C. Complete each of the Required (online) Forms: (1) Household form, (2) Additional Camper Information form, and (3) Waivers, Agreements & Releases form.

D. Press the Submit button & then View Details. You will automatically be placed on the staff Waitlist. ***Once your Session Coordinator informs the Camp Office you are "OK" to serve, you will be removed from the Waitlist, and you can log back in and complete your Medical Form.***

E. If you know for certain the Coordinator approves of your serving as staff, continue on & complete Steps 3 & 4 below.

Step 3: Complete & Submit DCF's Screening Paperwork (once completed successfully, this step should only be needed every 5 years)

A. Download & complete the Care Provider Background Screening Clearinghouse **Background Screening Request Form** (click to download now or download from the portal). All information requested pertains to you as the volunteer applicant and provides the information required by the Florida Department of Law Enforcement (FDLE) to conduct a criminal background check on you.

B. Download & complete the **Privacy Policy Acknowledgement Form** (click to download now or download from the portal). This form acknowledges that you have read the privacy policies of the Florida Department of Law Enforcement and the Federal Bureau of Investigation.

C. Download, complete & sign the **Affidavit of Good Moral Character** (click to download now or download from the portal) in the presence of a Notary – do NOT sign it without a Notary present. Note there are four (4) places for you to sign. The Notary may charge a small fee for this service.

D. **Individually scan & upload** these three documents to your CFBC Online Registration portal. Once logged in, navigate to view the details of your submitted camp application, then select & upload each scanned document in the Document Upload section.

Step 4: Fingerprints & Photo (once completed successfully, this step should only be needed every 5 years)

A. If your fingerprints are currently in the AHCA (Agency for Health Care Administration) Clearinghouse, please inform the CFBC office so we can access your prints at no additional charge by submitting the information on the Background Screening Request Form.

B. If you are a Florida public school teacher, submit an official letter or email stating your current Level 2 standing with your school and no additional prints are needed.

C. If your prints are needed, go online to either **Certifix Live Scan** or **Identogo by Idemia** to register for a fingerprinting session. Through these sites you will (1) provide the information needed for your screening, (2) locate a local retail business that provides these services, (3) make an appointment if needed (some places allow walk-ins), and (4) pay for the background check. The charge is usually between $65-70 (approximately $47 DCF fee, $12 fingerprints & $7 photo). Use the following DCF Summer Camp numbers where needed:

- Originating Agency Identifier **(ORI): EDCFSC30Z**
- Originating Agency Case Number **(OCA): 13351751Z Central Florida Bible Camp (SC)**

D. You will receive a confirmation email that contains a QR Code that must be scanned at the store. You will also need to present 2 forms of identification. Examples include:

Primary Identification Documents	Secondary Identity Documents
State-issued Driver's License	*All Primary Identification Documents*
State-issued ID Card	Social Security Card
U.S. Passport	State-issued Birth Certificate
Foreign Passport w/proper Immigration Docs	Government-issued Marriage Cert.
USCIS – Permanent Resident Card	U.S. Tribal/Bureau of Indian Affairs ID
USCIS – Employment Authorization Card	Vehicle Registration Card/Title
Government Agency ID Card	*Other miscellaneous documents*
Uniformed Services Identification Card	
Other miscellaneous documents	*(FL CCW License is NOT Accepted)*

Step 5: Continuing Contact with CFBC

To maintain your DCF 5-Year Clearinghouse Fingerprint Status volunteers must maintain contact with Central Florida Bible Camp every 90 days through an on-going training program or you will need to be reprocessed the following year at additional fees. CFBC is currently developing a training program that will satisfy these requirements.