



VOLUNTEER HANDBOOK

Everything you need to know to
serve kids in our ministry

2019 - 2020

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Vision

Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘Love your neighbor as yourself...’ Mark 12:30-31

What we do...

LOVE GOD

LOVE OTHERS

DO YOUR BEST

HAVE FUN

How we do it...

CARE

Provide CARE for babies and toddlers in a loving and nurturing environment.

ENGAGE

ENGAGE preschoolers through active worship, creative storytelling, and fun hands on activities that reinforce the message.

CONNECT

CONNECT with elementary kids by engaging them with fun games, active worship, creative teaching, and small groups that build relationships.

POLICIES AND PROCEDURES

CHECK-IN PROCEDURE

Registration will be completed for each child the first time that child attends.

The registration attendant will ask about any allergies or medical conditions their child may have, and also inform parents that we will TEXT them in the event that they need to come get their kids for any reason.

Children and their belongings will receive a security tag with their name, allergy alerts, and a security code on them. Parents will also receive a tag with that code.

As children enter their classrooms, teachers should make certain they have a security tag to ensure that the child has come through the check-in process.

Parents must remain on the church premises while their child is checked into children's ministry.

CHECK-OUT PROCEDURES

The classroom teacher must match the security code on the child's tag to the tag returned by the parent. All security tags have a security number on them. The parent's tag must match the tag worn by the child and the tag on the child's belongings.

Parents must have their security tag. If someone else will be picking up a child, that person must have the security tag and their name must have been given to the registration attendant and classroom teacher as a person authorized to pick up the child.

As the child is leaving the desk attendant or classroom teacher should take the child's sticker and keep it as a signal that the child is no longer checked in and is released from our care. Place child's sticker on blank sheet in clipboard, with parent's sticker next to it (in the case where the parent must take their sticker to pick up another child, teacher should initial beside child's sticker verifying they approved parent's sticker).

In the event that a parent loses their security tag, please direct them to return to the registration desk or a computer kiosk to reprint the parent receipt tag.

GENERAL CLASSROOM SECURITY

Children's ministry team members will wear nametags or some other identifying mark at all times.

A team of two or more volunteers (at least one adult) will staff all classrooms and children should never be alone with just one volunteer.

Under no circumstances is a child to be left in a classroom or anywhere unattended. A parent must stay with a child until teachers arrive.

Children's ministry volunteers should NEVER take photographs or video of children and post them online.

RESTROOMS

Never go into the bathroom alone with a child. If they need help, bring another adult with you. If they are old enough to go by themselves, wait outside for them.

Please make sure that there are no adults in the restroom when letting the child enter and stand outside the restroom to make sure that no adult enters the restroom until the child is finished and has exited. If a leader must enter with the child, another adult should be present and/or the door must be propped open, never shut!

To ensure that we are always above reproach, there are specific guidelines for restroom procedures. If a child has special requirements (i.e. special needs, physically handicapped, needing to be wiped over the age of 2, etc.) please contact a service coordinator or staff who may need to page a parent to assist.

DIAPER CHANGING POLICIES

Diapers are only to be changed by female team members. Be sure to wear gloves and sanitize the changing area. Make sure other adults are around during the process and let the parent know that they've been changed.

FOOD & ALLERGIES

All kids with allergies will be given a red allergy alert sticker upon check-in and in order to protect kids with allergies no food or drinks are allowed to be brought inside the classrooms. Only designated food items may be served in infant/toddler rooms. If food items will be used as part of the curriculum, an Allergy Notice will be posted outside the classroom.

DISCIPLINE

If you have a child who is not following the guidelines that have been put in place, first try to lovingly redirect the child's behavior. If that doesn't work follow this 6 step process:

1. **Visual** - eye contact.
2. **Presence** - position yourself close to where the child is seated.
3. **Shoulder touch** - lightly tap shoulder to give quiet warning.
4. **Verbal** - quietly let the child know that any other warnings will result in removal from group. *(Note: do this quietly, please DO NOT embarrass the child)*
5. **Removal from group** - talk to child away from group to find out what's going on. Allow child to calmly return to group with last warning.
6. As a **last resort**, notify Service Coordinator or ministry leader in charge to page parent.

(Service Coordinator or Ministry leader in charge should speak with parent and inform them of steps taken, extend invitation for child to return next Sunday with the understanding that if they get to step 6 again, a parent will then have to accompany them in class until behavior improves.)

SICKNESS POLICY

It is our desire that healthy children remain health and that sick kids are cared for properly, therefore we ask that any child with a sickness remain in the comfort and care of their family. We define sickness as the following:

- Runny nose with yellow/greenish discharge
- Fever over 100 degrees within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Rashes (any unexplained or untreated rash that may be contagious, such as chicken pox, measles, mumps, etc.)
- Skin infestations (such as impetigo, headlice, ring worm, or shingles)
- Strep throat, pink eye, RSV, or any other contagious sicknesses.

EMERGENCIES/INJURIES

Please contact a Service Coordinator or the ministry leader in charge if you have an emergency or injury of any kind. Be observant as the Coordinator will ask you for specific details regarding the incident in order to fill out an Incident Report.

FIRE/EMERGENCY EVACUATION PLAN

Be aware of the fire evacuation map at the door of each classroom. Make sure to go over the plan and familiarize yourself with the process in case of emergency.

PARENT PAGING SYSTEM

If a parent is needed at any time during the experience, please communicate with your service coordinator or the ministry leader in charge. We recommend that you make 3 attempts with 3 different team members to calm the child before we interrupt their parent/guardian's service experience.

If the parent has requested to be contacted within a specific amount of time when checking in their child, we will contact that parent at that time as directed.

Please notify a coordinator or ministry leader in charge to page a parent if a child gets sick, has a serious injury such as a head bump, or if they're behavior is out of control to the point that they are a danger to themselves or others.

SANITATION & HYGEINE

Maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children. Hands must be washed after using the restroom, diapering, and after handling cleaners. Disposable gloves are to be worn when contact with body fluids is anticipated. Gloves must be discarded after each use.

A disinfectant spray will be used to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, walkers, etc. after each service and during the session if needed.



Emergency Evacuation Plan

1. Remain calm and count kids.
2. Line kids up.
3. Exit quickly through the side door at the back of Café and take kids to farthest end of parking lot across the street behind brick building and in front of tree line.
4. Recount kids.
5. Return to building once “all clear” is given and/or dismiss kids back to parents in an orderly fashion.



Elementary Closing Checklist

1. Make sure all kids leave with their personal items and take home any crafts/activities for the day.
2. Put all markers, pencils, etc. back in supply buckets and return to back table.
3. Pick up toys/games and return to back table as well.
4. Straighten up picnic tables and push in benches.
5. Make sure all visible trash is picked off the floors and placed in trash can. Please remove bag from room and place in the large trash can in café on your way out.
6. Breakdown Elementary sign outside room and place it back inside the classroom.
7. Turn off the lights, lock and close the door.

Thank you for helping to make Relentless Church a special place for our kids and families!



Preschool Closing Checklist

1. Make sure all kids leave with their personal items and take home any crafts/activities for the day.
2. Clean up any leftover snack and dispose of it in the trash. Put away snack containers and supply buckets in the cabinet.
3. Pick up toys and return to proper area on the toy shelf. Please try to sanitize any toys that may have contacted a child's mouth.
4. Wipe down/sanitize tables and push in chairs.
5. Vacuum/sweep to ensure all crumbs and trash is picked off the floors.
6. Make sure all trash is thrown away and please remove bag from room and place in the large trash can in café on your way out.
7. Breakdown Pre-K sign and place it back inside the classroom, along with chalkboard.
8. Turn off the lights, lock and close the door.

Thank you for helping to make Relentless Church a special place for our kids and families!



Nursery Closing Checklist

1. Make sure all kids leave with their personal items.
2. Clean up, sanitize toys and put back in their proper area.
3. Sanitize changing table.
4. Make sure all dirty diapers are thrown in trash bag and please remove bag from room and place in the large trash can in café on your way out.
5. Turn off lights and close the door.

Thank you for helping to make Relentless Church a special place for our kids and families!

THE JOB DESCRIPTIONS OF A RC KIDS SERVICE COORDINATOR

THE WIN FOR THE SERVICE COORDINATOR: As the Service Coordinator you are responsible for leading the RC Kids teams scheduled to serve during your assigned service and ensuring that the vision of RC Kids is being fulfilled. You win when your teams (Nursery, Preschool & Elementary) are fully staffed and equipped, all Policies & Procedures are being followed, and our kids are safe, well cared for, and having fun.

ACCOUNTABILITY

Reports to the Volunteer Director

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You must be capable of leading Volunteer Teams.
- You must be maturing in your relationship with Christ.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Be reliable.

- Commit to a regular shift and schedule.
- Connect weekly with Volunteer Coordinator.
- Communicate important information to team in a timely fashion.
- Provide leadership and oversight of 1 Sunday Service including set-up and clean up.
- Circulate throughout ministry areas checking on leaders and thanking them for serving.
- Confirm rooms are fully staffed, set up and ready to receive children 15 mins prior to start of service.

Come prepared.

- Be on time and prepared to lead VIP Meeting.
- Lead the teams scheduled to serve during your assigned service.
- Know and implement classroom focuses (Nursery – CARE, Preschool – ENGAGE, Elementary – CONNECT) and stay until all kids during yours service have been picked up.
- Review curriculum prior to Sunday.

Do Your Best.

- Pray consistently for your team.
- Help identify and recruit new volunteers.
- Assist as needed in new volunteer and orientation.
- Encourage your leaders to attend all trainings.
- Assist in recruiting substitutes and maintaining a list of all subs.
- Attend the appropriate meetings and assist in planning training events whenever possible.

THE JOB DESCRIPTIONS OF A RC KIDS CHECK-IN GREETER

THE WIN FOR THE CHECK-IN GREETERS: As a check-in greeter, we need you to welcome kids with a big smile as you check them in and be on the lookout for new families who need help finding their way around. You win when kids feel welcomed and cared for as soon as they walk through the doors so that they'll be more likely to connect with others in the classroom.

ACCOUNTABILITY

Reports to the Volunteer Director

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You're committed to creating a first impression that is welcoming and friendly for kids and their families—especially first time guests.
- You're willing to be trained up on Planning Center Check-in system.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Be reliable.

- Commit to a regular shift and schedule.
- Communicate with the Volunteer Coordinator in advance if you plan to miss a shift.

Come prepared.

- Be on time and attend pre-service VIP Meeting.
- Come well-rested. We need your best energy.

Do Your Best.

- Treat every kid like they're the most important guest of the day.
- Make sure every kid gets checked in before proceeding to classroom.
- Look for and engage with kids who may be new, lost, or alone.
- Give visitors and first-time guests the VIP treatment.
- Attend the appropriate training events and meetings whenever possible.

THE JOB DESCRIPTIONS OF A RC KIDS PREP TEAM MEMBERS

THE WIN FOR THE PREP TEAM: As a member of the prep team, we need you to set up the Pre-School Classroom for success—literally. You win when you take care of the details of coordinating and creating classroom and group supplies so that SGLs can better focus on kids.

ACCOUNTABILITY

Reports to the Volunteer Director

QUALIFICATIONS

- You love God.
- You love others.
- You care about small group leaders and the kids they influence.
- You're committed to serving SGLs and Bible Storytellers by preparing an environment and taking care of details so that they can focus on time with their few.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Be reliable.

- Commit to a regular shift and schedule.
- Communicate with the Volunteer Coordinator in advance if you plan to miss a week.

Come prepared.

- Check your email weekly for your schedule and script.

Do Your Best.

- Show up on time.
- Have resources ready and in the appropriate rooms and spaces each week.
- Ensure the space you are responsible is clean and in order.
- Attend the appropriate training events and meetings whenever possible.

THE JOB DESCRIPTIONS OF A NURSERY TEAM MEMBER

THE WIN FOR THE NURSERY TEAM: Nursery Team Members provide care for infants and toddlers in a safe, loving environment. You win when all policies and procedures are being followed and parents feel comfortable dropping their kids while they attend adult service because they know their kids are safe, happy and having fun!

ACCOUNTABILITY

Reports to the Volunteer Director

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Be reliable.

- Commit to a regular schedule.
- Communicate with Volunteer Coordinator in advance if you plan to miss a week.

Come prepared.

- Be ready to show the love of Jesus to infants/toddlers by giving them the best care possible.
- Pray for your team and the kids who will be in your care.

Do Your Best.

- Show up on time and attend the pre-service VIP Meeting.
- Follow all policies and procedures.
- Stay until all children have been picked up.
- Connect and build relationships with other team members as well as parents.
- Try to learn kid's names along with the names of their parents.
- Attend the appropriate training events and meetings whenever possible.

THE JOB DESCRIPTIONS OF A PRESCHOOL LEADER

THE WIN FOR THE LEADER: As the leader you oversee the group environment, present the Bible story, and lead discussion and activities. You win when you present the Bible story in a creative and interactive way that becomes a springboard for dynamic and meaningful conversations during group.

ACCOUNTABILITY

Reports to the children's ministry leader.

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You're committed to delivering a message to kids in a way that is engaging, inspiring, and age-appropriate, under the direction of the Large Group Director.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Be reliable.

- Commit to the date(s) you would like to communicate.
- Communicate with the Large Group Coordinator in advance if your plans change.
- Submit your outline, talking points, and tech needs on time.

Come prepared.

- Know what you'll say and how you'll say it.
- Follow the script, big ideas, and bottom lines provided.
- Know your cues and transitions.

Do Your Best.

- Show up on time.
- Communicate in a way that sets up small groups for success.
- Attend the appropriate training events and meetings whenever possible.

THE JOB DESCRIPTIONS OF A PRESCHOOL ASSISTANT

THE WIN FOR PRESCHOOL ASSISTANT: As an PA, you invest in the lives of a few to encourage authentic faith. You win when preschoolers have meaningful interactions during group that deepen their faith in Jesus and influence their relationship with others.

ACCOUNTABILITY

Reports to the Preschool Classroom Leader

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You're committed to consistently investing in and caring for your few over a period of time.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Lead Small.

- **BE PRESENT:** Connect their faith to a community by showing up predictably, mentally, and randomly.
- **CREATE A SAFE PLACE:** Clarify their faith as they grow by leading the group, respecting the process, and guarding the heart.
- **PARTNER WITH PARENTS:** Nurture an everyday faith by cueing and honoring the parent/guardian, and reinforcing the family.
- **MAKE IT PERSONAL:** Inspire their faith by your example by living in community, setting priorities, and being real.
- **MOVE THEM OUT:** Engage their faith in a bigger story by moving them to what's next and moving them to be the church.

Do Your Best.

- Show up on time and attend pre-service VIP Meeting.
- Come prepared with the questions and materials you need for group.
- Connect with Preschool Classroom Leader as well as other team members and establish regular communication.
- Attend the appropriate training events and meetings whenever possible.

THE JOB DESCRIPTIONS OF A ELEMENTARY BIBLE STORYTELLER

THE WIN FOR BIBLE STORYTELLER: As a Bible storyteller, you position the message to set up small groups to win. You win when you present the Bible story in a creative and interactive way that becomes a springboard for dynamic and meaningful conversation during group.

ACCOUNTABILITY

Reports to the Large Group Coordinator

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You're committed to delivering a message to kids in a way that is engaging, inspiring, and age-appropriate, under the direction of the Large Group Director.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Be reliable.

- Commit to the date(s) you would like to communicate.
- Communicate with the Large Group Coordinator in advance if your plans change.
- Spend time going over your script prior to your scheduled service.

Come prepared.

- Know what you'll say and how you'll say it.
- Follow the script, big ideas, and bottom lines provided by the Large Group Director.
- Know your cues and transitions.

Do Your Best.

- Show up on time and attend the pre-service VIP Meeting.
- Communicate in a way that sets up small groups for success.
- Attend the appropriate training events and meetings whenever possible.

THE JOB DESCRIPTIONS OF A ELEMENTARY SMALL GROUP LEADER

THE WIN FOR SMALL GROUP LEADERS: As a small group leader, you invest in the lives of a few to encourage authentic faith. You win when kids have meaningful interactions during group that deepen their faith in Jesus and influence their relationships with others.

ACCOUNTABILITY

Reports to the Small Group Coordinator

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You're committed to consistently investing in and caring for your few over a period of time.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Lead Small.

- **BE PRESENT:** Connect their faith to a community by showing up predictably, mentally, and randomly.
- **CREATE A SAFE PLACE:** Clarify their faith as they grow by leading the group, respecting the process, and guarding the heart.
- **PARTNER WITH PARENTS:** Nurture an everyday faith by cueing the parent, honoring the parent, and reinforcing the family.
- **MAKE IT PERSONAL:** Inspire their faith by your example by living in community, setting priorities, and being real.
- **MOVE THEM OUT:** Engage their faith in a bigger story by moving them to someone else, moving them to be the church, and moving them to what's next.

Do Your Best.

- Show up on time and attend pre-service VIP Meeting.
- Come prepared with the questions and materials you need for group.
- Connect with Small Group Coordinator as well as other team members and establish regular communication.
- Attend the appropriate training events and meetings whenever possible.

THE JOB DESCRIPTIONS OF A ELEMENTARY TECH TEAM

THE WIN FOR THE TECH TEAM: As the managers of lights, video, and sound, we need you to help us create an engaging large group environment that sets up small groups for success. You win when kids experience an inspiring and distraction-free large group environment so the message is more likely to stick.

ACCOUNTABILITY

Reports to the Large Group Coordinator

QUALIFICATIONS

- You love God.
- You love others.
- You care about kids.
- You're committed to doing your part in creating an excellent and engaging large group experience.
- You must have a completed application, background check, and signed Leader Covenant on file.

RESPONSIBILITIES

Be reliable.

- Commit to a regular schedule.
- Communicate with the Large Group Coordinator in advance if you plan to miss a week.

Come prepared.

- Check your email weekly for the program schedule.
- Know your cues.

Do Your Best.

- Show up on time and attend pre-service VIP Meeting.
- Ensure all media elements (lights, sound, video) are functioning and ready.
- Stay engaged with the service. You never know when you'll need to improvise.
- Attend the appropriate training events and meetings whenever possible.

Youth Leader Guidelines

We are so glad that you are interested in joining the Children's Ministry team! Now that you've seen the ministry in action we would like to help you clearly understand what it takes to be a Youth Leader. Please read through these guidelines with a parent or guardian and sign the page at the end. If you have any questions while you are reading through these guidelines, please contact Associate Pastor Raf Gonzalez raf@relentlesschurch.cc.

Name: _____ Date: _____

Guidelines for Youth Leaders serving in RC Kids

1. Youth Leaders must be at least three years older than the class in which they serve. For example, a 12-year-old may serve in the 3rd grade class or below with the exception of the nursery.
2. Children may not be accepted into a room until *at least* two approved volunteers are present in the room, one of whom must be an approved volunteer over the age of 18. A youth volunteer may assume the role of the second person needed to open a room.
3. The two person rule is always followed: at least two approved volunteers must be with the children in the room (Nursery-5th grade) at all times, and one of those two individuals must be an approved adult volunteer.

A student interested in serving with the RC Kids Team must have completed the Youth Leader Application, have written permission from a parent/guardian and must agree to the following:

- They will continue to attend either a worship service or Student Ministry service on a regular basis.
- They will attend 1 mandatory session of the Youth Volunteer Orientation.
- They will act as a support person to the adult volunteers in their assigned class/area, understanding that they are in the room to be a help and not to spend time with their friends who may also be helping.
- They understand and will abide by the guidelines for working with children in the Ministry's Policies and Procedure Manual.
- They or their parent will notify their Service Coordinator (ahead of time if possible) if they need to be absent for any reason.

I have read the above information and the RC Kids Policies and Procedures and agree to abide by it as long as I am serving on the RC Kids team.

Youth Leader's Signature _____ **Date** _____

Please have your parent/guardian sign below. We must have their signature in order for you to be a volunteer in Children's Ministry.

I have read the above application and guidelines for serving in the Children's Ministry and agree to allow my son/daughter to be a volunteer.

Parent's Signature _____ **Date** _____

RELENTLESS CHURCH FAMILY MINISTRY COVENANT

Thank you for your interest to serve in our family ministry environments! There are a few things we wanted you to know about our volunteer positions in these environments. First, as a volunteer in this ministry, you're in a leadership position, and the children and students here will watch what you say and do closely. We think that's great! You should be a role model for the next generation. And as a role model, your lifestyle is important to us. We want to make sure who you are on Sunday is who you are the rest of the week.

At Relentless we recognize the Bible as the ultimate source of truth and wisdom and we believe that all scripture is inspired by God and gives us God's requirements for leaders and those of influence in the church. Due to these beliefs, we ask that our volunteers recognize what the Bible teaches with regards to family and lifestyle choices. Therefore, if you are an active participant in any lifestyle choices that are against what the Bible teaches, we ask that you not apply to serve or lead with RC Kids/Students at this time.

It is important to note that we do believe that God loves all people and His grace is for everyone, regardless of his/her current lifestyle.

If you have any questions or concerns, or if for any reason you feel that the guidelines listed above disqualify you from serving in RC Kids, please feel free to contact Raf Gonzalez at raf@relentlesschurch.cc.

I agree to the terms above as long as I am a volunteer of RC Kids/Students. If I am unable to uphold this covenant, I understand that I may need to resign from my volunteer position or that I may be asked by the leadership to resign.

(Volunteer Signature) (Date)

(Parent/Guardian Signature if under 18 years of age) (Date)

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with Relentless Church (“Client”), I understand that a “consumer report” and /or “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, driving and/or motor vehicles records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protection My Ministry’s privacy, see www.protectmyministry.com

Acknowledgement and Authorization

By Signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of A Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act

SIGNATURE _____ TODAY’S DATE _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

HOME ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIPCODE _____

SSN _____ - _____ - _____ D/L OR STATE ID _____ STATE ISSUED _____

EMAIL ADDRESS _____ CONTACT PHONE # _____

For identification purposes only, please provide FULL DATE OF BIRTH: _____