



# The Sword Conservatory, Inc.

## Volunteer Application – Adults

Thank you for your interest in becoming a volunteer for The Sword Conservatory, Inc. (“TSC”). Our organization has adopted a formalized volunteer application process in order to ensure compliance with our Conduct Risk Management Program and the *Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017* (“Safe Sport Act”).

This document is your guide to the application process. If you have any questions or run into any problems, please reach out to the Compliance Officer(s), at [conduct@swordconservatory.org](mailto:conduct@swordconservatory.org)

### The Application Process

1. Complete the Volunteer Application found in this document.
  - a. This may be on printed paper, or an electronic version may be sent to you.
  - b. Submit it to the Compliance Officer at [conduct@swordconservatory.org](mailto:conduct@swordconservatory.org)
2. A Conduct Officer will send you an e-mail containing a link to electronic versions of the Waiver, Conduct Risk Management Policy, and Volunteer Handbook.
  - a. Read each of these documents carefully and sign them electronically.
  - b. For Volunteer Applicants who will have no contact with minors or the public, or who will not be in contact with sensitive information, the Application Process is complete. All others must continue.
3. Complete a background check. You can choose one of the following:
  - a. Standard background check.
    - i. Link: <https://opportunities.averity.com/TSCInc>
    - ii. *If you choose this option, you will not be authorized to transport TSC equipment or personnel.*
  - b. Department of Motor Vehicles (“DMV”) check.
    - i. Link: <https://opportunities.averity.com/TSCInc2>
    - ii. *A successful DMV check allows you to transport TSC equipment and/or personnel, as described in the Conduct Risk Management Program.*
4. If the background check is completed successfully, you will be e-mailed a link for Abuse Prevention Training.
  - a. This training is approximately 30 minutes in duration.
  - b. You must complete the training and pass the test which is administered at the end of the training.
5. Once the above steps have been completed, you will be contacted with the results, and to schedule a face-to-face interview should it be deemed necessary by the Conduct Officer and/or Board of Directors.

The Sword Conservatory, Inc.  
Volunteer Application Form – Adults

Name	
Address	
E-Mail	
Phone Numbers	Home: _____ Cell: _____
Languages Spoken	
Relevant Experience	
<u>Applicants for Instructor, Officer, and Board of Director Positions:</u> Three personal and/or professional references. At least two should not be relatives.	

Applying for Positions	Mark with a Check if Applying for this Position
Back-office (no interaction with minors or public)	
Board of Directors or Officer	
Instructor	
Assistant Instructor	
Demonstrator	
General Event Assistant	
<b><u>In addition to the Position(s) selected above, would you like to apply for authorization to transport equipment and/or personnel on behalf of TSC? (Circle One.)</u></b>	<b>YES      NO</b>

**I, the Volunteer Applicant, attest that all information is correct to the best of my knowledge.**

Volunteer Applicant Name, Printed \_\_\_\_\_

Volunteer Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_