



Dear Pastor,

We have created an event policy regarding background screening of volunteer staff for our district. Our purpose for this is to provide a secure and safe environment for the children and youth who come to our district events seeking a life-changing experience with God. Your support and involvement in this screening and application process is crucial.

There are two steps to the process:

- **Step One** – The volunteer completes the *Volunteer Staff Application* and mails it to the Northeast Oklahoma Nazarene Safe Coordinator (NEO NSC).
- **Step Two** – The pastor of the sponsoring church completes the *Pastor's Recommendation Form*, makes a copy for the local church file, and mails the signed and dated original form along with a copy of the volunteer's background screening information to the NEO NSC. The address is provided at the bottom of the recommendation form. The NEO NSC should receive the completed forms at least one month prior to the event for which the volunteer is applying. In the case of a lead pastor volunteer, the *Pastor's Recommendation Form* will be completed by the District Superintendent. (In the event that the local church needs help in finding ways to complete a criminal background check, it can contact the district office.)

The results of the confidential background screenings are sent to the NEO NSC and are locked in a secure file at his/her office. The NEO NSC notifies the event directors only of an applicant's eligibility. No details are shared regarding ineligibility.

Volunteers will be asked to fill out an application annually. Background screenings will be done every three years.

When all documents have been evaluated, the NEO NSC will determine each applicant's eligibility based on the totality of information collected and will contact the event director. The event director will contact the volunteer by phone or email and notify them of their eligibility or ineligibility for the event.

Thank you for your help. Join us in praying for a great year of camps and retreats, where the Holy Spirit is free to work in the hearts of our children and youth.

Northeast Oklahoma District Sunday School and Discipleship Ministries Board, NYI, and Children's Ministries

***Mail completed forms to:***

Beckie Richburg  
Northeast Oklahoma Nazarene Safe Coordinator  
P. O. Box 328  
Collinsville, OK 74021

