



Procedure for Signing Up Volunteers

1) Churches are responsible for recruiting and registering volunteers. Project Transformation is happy to provide a paper sign-up form to place at a table in the church and can assist with setting up online volunteer sign-ups if requested.

2) To ensure the safety of our children, all volunteers 18 years and up must be screened prior to volunteering with Project Transformation. Volunteers serving through a United Methodist congregation must be Safe Gatherings certified. Safe Gatherings is a tool provided by the Arkansas Conference and is free to lay members. **In the event that a volunteer is reading less than 3 times in the summer, a simple background check and child maltreatment check will suffice.**

3) In accordance with Safe Gatherings, your church should certify all persons working with children through the Safe Gatherings (<https://arumc.org/our-resources/safe-gatherings/>). If the church conducts independent background checks of individuals the following should be noted:

- Persons with a criminal history should not be permitted to volunteer. Project Transformation's suggested policy is to not allow any persons to serve in any ministry with children and youth that have a criminal history of any of the following types of offenses:
 - Child abuse, whether physical, emotional, sexual, or neglectful.
 - Violent offenses, including murder, rape, assault, domestic violence, etc.
 - Persons having a criminal history of DUI or DWI conviction within the five years immediately prior to application should not be allowed to drive a group.
 - Persons having a criminal history of a drug related conviction within five years immediately prior to application shall not be allowed to participate in the event.

4) Complete the [Volunteer Sign-Up form](#) and email to Sam Meadors at Project Transformation by Thursday (noon) before your church's first reading week. Email: smeadors@ptarkansas.org.

PLEASE ALSO BRING A COPY TO THE SITE ON YOUR FIRST DAY!

5) When you know who your volunteers are, you can email the Reading Buddy Training video for volunteers to view before their first trip to volunteer. Alternatively the video may be viewed as a group immediately prior to volunteering.

6) If additional volunteers sign up during the summer, email their name and dates available to PT's offices.

This policy is in accordance with the Arkansas Conference's mandate that ALL churches adopt screening procedures for volunteers and workers directly involved in the care of children or youth. It is critical that churches have 100% cooperation with this policy to ensure the safety of our children and their parents can feel confident about the well-being of their children.