Alaska Conference of Seventh-day Adventists

Background Screening

5 Easy Steps



1 VOLUNTEER MINISTRY INFORMATION FORM

The volunteer downloads and completes the **Volunteer Ministry Information form** (VMIF). Give the completed form to your local church, school or ministry point of contact.

2 REFERENCE CHECKS

The ministry point of contact reviews the VMIF to ensure it is complete and **contacts the references**. At the next board meeting, the board decides to recomment (or not) approval, signs the forms and retains the VMIF in their records in a confidential manner.

3 STERLING VOLUNTEERS

While the board is completing reference checks, the volunteer goes online to **Sterling Volunteers** to complete the online training and submit their personal information for screening.

4 THE CONFERENCE'S ROLE

The AKC accesses the Sterling Volunteers database to ensure volunteers are eligible to serve. They also establish **Local Administrators** (church clerks, ministry coordinators, etc) so they can view if a volunteer is eligible or if action is needed.

5 THINGS TO KNOW

- If you have a Sterling Volunteer account DO NOT complete a new VMIF. Only Step 3 is needed to renew eligibility.
- All reports are confidential; local admins can only review eligibility.
- Credit reports are NOT accessed during background screenings.
- Anyone who works with children or has been elected to a church position must complete a background check.

QUESTIONS: Email the Conference at info@alaskaconference.org

TECHNICAL ISSUES: Contact Sterling Volunteers at 1-855-326-1860