

The Junior American Carpatho-Russian Youth Encounter 2017

VOLUNTEER INFORMATION

Thank you for your willingness to participate in Encounter 2017! The Encounter can be successful only by the grace of God and by the dedication of clergy and volunteers who give of their time, talents and energy to ensure the vitality of this program! This event is an exciting opportunity to support the youth of our Diocese in all that they do, especially as they grow as faithful members in the Orthodox Church. The Junior American Carpatho-Russian Youth (Jr ACRY) needs the work of faithful, enthusiastic volunteers to make it successful!

Together, and always with God's help, we seek to make Encounter 2017 a program that brings our youth closer to our Lord and Savior Jesus Christ and one which fosters a strong and abiding faith in Him. This comes from living, not just learning, our Orthodox Faith in as much fullness as we can provide in three days' time. As clergy and volunteers, you can help most especially by your example of living our Orthodox Faith in a way we want our youngsters to imitate. Children, especially adolescents, notice everything, and quickly learn the difference between those who talk about their faith and those who live it. The Encounter provides a safe and secure environment for our youngsters to live their faith while you, as staff, clergy and volunteers, provide an example.

WHAT YOU MAY EXPECT OF US

- ❖ To be welcoming and hospitable.
- ❖ To provide a clean and safe facility.
- ❖ To appreciate your willingness to help.
- ❖ To provide you with activities and work to accomplish.
- ❖ To work together with you.
- ❖ To allow you time for church services, learning and down time.
- ❖ To take good care of our diocesan youngsters.
- ❖ To provide a spiritually enriching and enjoyable Encounter Program
- ❖ To ask God to bless you for your help with the Encounter.

WHAT WE MAY EXPECT OF YOU

- ❖ That you will volunteer your time, talents and energy in assigned tasks.
- ❖ That you will let us know if you do not feel comfortable in any assigned task.
- ❖ That you will offer your help in unassigned tasks and chores.
- ❖ That you will be present throughout the entire event.
- ❖ That you will help monitor the youngsters to ensure that everyone is acting with brotherly and sisterly love to each other.
- ❖ That you will listen to the direction of the Encounter event director in the tasks you are assigned.
- ❖ That you will help and allow the Encounter to run in the way that it has been designed to do.

Please sign to confirm that you have read, understand and will comply with the above expectations.

Name (Printed)

Signature

Date

The Junior American Carpatho-Russian Youth Encounter 2017

CLERGY/VOLUNTEER APPLICATION AND HEALTH HISTORY FORM

NAME: _____
Last First Middle Initial

BIRTHDATE: ____ / ____ / ____ GENDER: M F
Month Day Year

HOME ADDRESS: _____
Street, Apt., etc. City State/Province Zip Country

T-SHIRT SIZE: S, M, L, XL

E-MAIL ADDRESS: _____

HOME PHONE: (____) _____ CELL PHONE: (____) _____

PARISH NAME: _____ CITY: _____ STATE: _____

EMERGENCY CONTACT: _____

RELATIONSHIP TO APPLICANT: _____

EMERGENCY CONTACT: HOME: _____ WORK: _____ CELL: _____

PLEASE INDICATE ON THE FOLLOWING LINES ANY AND ALL HEALTH CONCERNS THAT YOU MAY HAVE THAT A MEDICAL PROFESSIONAL SHOULD KNOW ABOUT IN THE INSTANCE OF AN EMREGENCY IN WHICH YOU CANNOT COMMUNICATE DUE TO UNCONSCIOUSNESS, ETC. (i.e, heart conditions, seizures, medications, restrictions, etc.):

KNOWN ALLERGIES: _____

INSURANCE INFORMATION: Are you covered by family medical/hospital insurance? Yes No

If so, indicate carrier or plan name: _____ Policy #: _____ Group #: _____

VOLUNTARY DISCLOSURE STATEMENT – ALL VOLUNTEERS – PAGE 1 OF 3

Please read all of the following material on this page carefully. By signing to each of the articles below you agree to the contents made in each section, no exceptions. These signatures will be required for all event Staff, Clergy, and Volunteers.

NAME: _____
Last First Middle Initial

BIRTHDATE: ____ / ____ / ____
Month Day Year

GENDER: M F OTHER NAMES (i.e., maiden name, alias): _____

HOME ADDRESS: _____
Street, Apt., etc.

City State/Province Zip Country

SCHOOL OR COLLEGE: _____

ADDRESS: _____
Street, Apt., etc.

City State/Province Zip Country

E-MAIL ADDRESS: _____

HOME PHONE: _____ SCHOOL PHONE: _____ CELL PHONE: _____

1.) Previous residence(s) for last 5 years (include college and home residences)

City _____ State _____ Year _____

City _____ State _____ Year _____

City _____ State _____ Year _____

2.) Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?
 Yes No

If yes, please explain: (Use a separate sheet if necessary.):

3.) Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?
 Yes No

- > Indecent assault and battery on a child under fourteen
- > Indecent assault and battery on a mentally retarded person
- > Indecent assault and battery on a person who has obtained the age of fourteen
- > Rape
- > Rape of a child under sixteen with force
- > Assault with intent to commit rape
- > Kidnapping of a child under sixteen with intent to commit rape
- > Distribution and trafficking of narcotics or other controlled substances
- > Intent to commit

If yes, please explain: (use separate sheet if necessary.): _____

VOLUNTARY DISCLOSURE STATEMENT – ALL VOLUNTEERS – PAGE 2 OF 3

4.) Regarding Harassment:

It is the Jr ACRY's policy to prohibit all forms of harassment by our employees, volunteers and participants. This includes sexual, racial, religious and other forms of harassment. Have you ever been convicted or accused of harassment of any person including, but not limited to, workplace harassment? (Note: A prior conviction or accusation is not an automatic bar to your participation or service. The type of conviction or accusation and when it occurred will be evaluated by the event director before any decision is made.)

Yes No

If yes, explanation required (use separate sheet if necessary): _____

5.) Regarding a Criminal Record:

Have you ever been convicted of a crime, misdemeanor or felony, other than a minor traffic offense? If yes, please describe. (Note: A prior conviction or accusation is not an automatic bar to your participation or service. The type of conviction and when it occurred will be evaluated by the Jr ACRY and Encounter event director before any decision is made.)

Yes No

If yes, explanation required (use separate sheet if necessary): _____

6.) Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, explanation required (use separate sheet if necessary): _____

7.) Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes, explanation required (use separate sheet if necessary): _____

VOLUNTARY DISCLOSURE STATEMENT – ALL VOLUNTEERS – PAGE 3 OF 3

I understand that:

- a. The Jr ACRY may deny any person who answers “Yes” to any of the questions on pages 1 & 2 of this Voluntary Disclosure (Legal Questionnaire). If the Jr ACRY later discovers circumstances that would indicate a “Yes” answer to any of the above questions, you will be required to vacate the premises immediately.
- b. The information provided on this form is subject to verification, which will include a criminal history check and a possible request from any Central Registry of child abusers.
- c. The Jr ACRY may terminate employment or volunteer services of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- d. This disclosure statement must be updated annually.

I also understand that:

- a. My volunteer status will always be contingent upon my performance and interaction with all fellow staff, youth participants, volunteers, or any visitors to the event for any reason. If my performance is found to be less than satisfactory, I will be given up to two warnings and each time I will be explained the nature and justification for the warnings. If after both warnings have been given, and my compliance with the request of the Encounter event director is not satisfactory to his/her judgment alone, I understand that my status as a volunteer will cease. I will be required to leave the premises within 24 hrs. of notification.
- b. This event is hosted by the Jr ACRY and as a non-profit church organization can and will require of me that my behavior reflect that of an Orthodox Christian, ethically and morally. If at any time the Jr ACRY and Encounter event director judges my behavior to be unsatisfactory, he or she may, at any time, terminate my status as a volunteer without warning. I will be required to leave the premises within 24 hrs. of notification.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS HEREIN, INCLUDING ANY CHECKS OF CRIMINAL RECORDS, AND RELEASE THE JR ACRY AND ALL OTHERS FROM LIABILITY IN CONNECTION WITH THE SAME. I UNDERSTAND THAT, IF PERMITTED TO VOLUNTEER, I WILL BE AN AT-WILL VOLUNTEER, UNLESS THERE IS AN AGREEMENT OR LAW, WHICH ALTERS THAT STATUS. FURTHERMORE, I UNDERSTAND THAT ANY AGREEMENT MUST BE IN WRITING AND SIGNED BY THE DESIGNATED JR ACRY OFFICIAL. I ALSO UNDERSTAND THAT MISREPRESENTATIONS OR FALSIFICATIONS HEREIN OR IN OTHER DOCUMENTS COMPLETED OR SUBMITTED BY THE APPLICANT WILL RESULT IN IMMEDIATE DISMISSAL, REGARDLESS OF THE DATE OF DISCOVERY.

Signature of Applicant: _____ Date: _____

Print Name of Applicant: _____

THE JUNIOR AMERICAN CARPATHO-RUSSIAN YOUTH SEXUAL MISCONDUCT POLICY

Jr ACRY Policies and Procedures Regarding Sexual Misconduct

Jr ACRY events have as their Mission to “Glorify God in all things” and to create an environment which is founded on faith in Christ, intricately woven into a lifestyle of Christian love and acceptance. At any Diocesan event, we are concerned with what youth participants take home with them. We are also concerned with how they grow physically, emotionally and spiritually. We are concerned with their growth in human relations and how they interact with one another.

In the Jr ACRY, we adhere to Orthodox Christian virtues. Among these virtues are the affirmation and acknowledgement that each person is a child of God and a Temple of the Holy Spirit (1 Cor. 6:19) created in the image and likeness of God (Gen. 1:26). It is to affirm that each person is our neighbor (Luke 10:25 et seq.) and that we are to treat each and every person as we wish to be treated (Matt. 7:12), i.e., with kindness, respect, patience and agape love.

Christ instructed us to love one another as He loved us (John 15:12-13), giving His life for our sakes. Accordingly, any behavior that exhibits Christian virtue is expected. Conduct which is contrary to Christ’s teachings is a sin and unacceptable.

It is essential that all priests, staff, team leaders, workers, counselors, volunteers and others involved with our work in Jr ACRY events understand the overwhelming public concern regarding abuse and sexual conduct issues. Violations can quickly lead to the involvement of law enforcement officials and can quickly destroy the reputation and work of our Diocese.

This written policy statement is designed for clarification of the issues among all staff members, volunteer or paid, counselors, clergy or laity. Admittedly it is conservative. The impressions that youth participants (who come from a variety of backgrounds) take home with them and pass along to their parents or friends, or parents gain when visiting the Jr ACRY Encounter event, help determine whether youth participants will return or recommend the event to others. These same impressions or perceptions affect the reputation of the Diocese and its events. A reputation of having an outstanding program can take years to gain and a single inappropriate experience to lose. Anyone involved with Jr ACRY programs and events, including youth participants and staff must not be uncomfortable with their own impressions and reactions to the sexual behavior of others.

We cannot be too careful in the area of sexual abuse. Even the appearance of inappropriate conduct or the filing of a false allegation can cause irreparable damage to the reputation of the accused staff member and the Diocese forever. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse or sexually inappropriate conduct.

As a result these procedures are read broadly and expansively to protect the interest of the children, youth participants, and staff, both volunteer and paid, clergy and laity. Conduct proscribed here is not all-inclusive. Staff must avoid even the appearance of impropriety.

There are, consequently, certain behaviors that must be mentioned that are prohibited for all Jr ACRY employees and volunteers during their participation in a Jr ACRY event. These include engaging in any physical touching of any kind including but not limited to kissing, petting, caressing, or any other contact or conduct intended for sexual gratification with any other person related in any way to the event, including but not limited to youth participants, staff, employees or volunteers.

Sexual misconduct also includes verbal misconduct. Vulgar, obscene, suggestive or profane talk or behavior is strictly forbidden. Such conduct includes narrative accounts of sexual activities, sexual innuendoes, comments about one’s body or that of another person, discussions of sexual activities or experiences, or obscene jokes.

There are additional behaviors, while not necessarily intended for sexual gratification that are inappropriate due to the appearance of possible impropriety. These include interactions between staff members and other staff members or adults present at the event and/or youth participants such as: massages, hand holding, sitting on laps or full body hugs.

Some general guidelines for staff behaviors with youth participants, and other staff members include:

Never touch anyone against the person’s will (verbally or non-verbally expressed) unless it is to prevent an accident.

Appropriate touching, that takes into account the touched one's comfort level, may include pats on the back, touch on the shoulder, hugs of welcome, hello, goodbye, thanks, congratulations (however not full body or excessively long hugs), hand shakes, high fives, arms around shoulders. Appropriate touching can become inappropriate such as excessive tickling, wrestling with or teasing a youth participant.

Inappropriate touching is any physical contact that violates the touched person's comfort level. It is touch that is given or forced on another person for the primary satisfaction of the actor not the one touched. Touching of the genitals, buttocks or any touching for sexual gratification is always inappropriate and cannot be consensual.

It is inappropriate to share information about your personal sexuality or sex life or to inquire about another person's.

It is inappropriate to show favoritism or to encourage crushes or romantic fantasies that youth may have about you.

Respect the privacy of youth participants during the times when they are changing clothes or showering.

It is inappropriate to share a bed or sleeping bag with a youth participant.

It is inappropriate to show signs of affection to other staff in front of the youth participants. Behavior of the staff should be circumspect around youth participants so that at no time do they associate any two staff members as a couple unless the couple is bound by the Orthodox sacrament of marriage. Any and all behavior during the Jr ACRY event must allow for perceptions and concerns of others.

All staff must be concerned for the safety and protection of the youth participants and others at the Jr ACRY Encounter event. As a result, it is required of all staff that they report any violations or other improprieties even if it involves another staff member. Failure to report an incident or complaint that is made known to a staff member can result in discharge.

If a child confides in a staff member about another child or staff member, the staff member shall discuss the disclosure personally with the Event Director, or if that is not possible with the Event Nurse or Lead Clergy only. The staff member should refrain from investigating the complaint independently or from discussing it with other staff.

Any violations of the above guidelines and procedures must be reported at once to the Event Director and to the Diocesan Chancery. If for any reason one feels unable to report the violation to the Director, the violation may be reported directly to the Diocesan Chancery or Diocesan Youth Director. All violations will be investigated for both the protection of the child and for the protection of the one alleged to have committed the violation.

The Event Director, in consultation with the Diocesan Youth Director, Ruling Hierarch and/or Diocesan Chancery, will contact the appropriate authorities in accordance with relevant state and local law and the parents.

In the event the reported incident involves child or sexual abuse by a staff member, paid or volunteer, the Event Director will, without exception, suspend the person from the event. The parents or legal guardian of the child(ren) involved will be promptly notified in accordance with the directions of the relevant state or local agency.

In the event the reported incident involves an alleged violation of the guidelines less than that of abuse, the Event Director will consult with the Diocesan Youth Director and Diocesan Chancery to determine whether the person should be suspended pending the complete investigation.

Whether the incident or alleged offense takes place on or off the Encounter event property, it will be considered Jr ACRY related.

Reinstatement of the staff person will occur only after all allegations have cleared to the satisfaction of the Diocesan Chancery and the Ruling Hierarch. All staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and should only discuss the incident with the Event Director, Diocesan Youth Director and/or the Diocesan Chancery.

All full-time and part-time staff, volunteers, lay and clergy must read and sign this policy.

By signing below, I verify that I have read and fully understand Jr ACRY's Sexual Misconduct Policy, which is outlined above.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

WITNESS: _____ DATE: _____

THE FOLLOWING MUST BE SIGNED BY ALL CLERGY AND VOLUNTEERS FOR PARTICIPATION

This health history is correct and complete as far as I know. I am able to engage in all event activities except as noted. I hereby give permission to the Jr ACRY event to provide routine health care, administer over-the-counter medications, administer prescribed medications, and seek emergency medical treatment including ordering x-rays or routine tests for me. I agree to the release of any records necessary for treatment referral, billing or insurance purposes. I give permission to the Jr ACRY to arrange necessary related transportation for me. In the event that I am unable to communicate effectively in an emergency, I hereby give permission to the physician selected by the Jr ACRY event to secure and administer treatment including hospitalization, for myself. I understand that my insurance coverage will be used as primary coverage in the event medical intervention is needed. I further understand that I will be responsible for any expenses not covered by my insurance. I understand all reasonable safety precautions will be taken at all times by the Jr ACRY and its agents during the event. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold the Jr ACRY, their leaders, employees, and/or volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject of this form. I agree to abide by all of the rules and guidelines set forth by the Jr ACRY for the order, safety, and good health of the participants at the event. I agree to indemnify and hold harmless the Jr ACRY, their leaders, employees, and/or volunteers from any expenses, losses, claims, or damages incurred as a result of the acts or omissions of the subject of this form. This completed form may be photocopied for trips out of the event. I also understand and agree to abide by any restrictions placed on my participation in event activities and will comply with all of the reasonable requests made by the event staff in regards to order, safety, and good health.

Signature of Clergy or Volunteer: _____

Print Name: _____ Date: _____