

# CCC Kids New Volunteer Form

Volunteer Name: \_\_\_\_\_

- Meet and go over information and documents (background check, application)
- Cast vision for CCC & CCC Kids
- Have volunteer attend Starting Point
- Go over membership document and encourage them to become a member
- Receive completed application
- Create folder for volunteer's documents
- Completed background check authorization
- Follow up with references (form or phone call)
- Interview
- Schedule observations and provide Observation Checklist
- Discuss specific role and schedule and specify start date
- Meet with their leader and/or mentor
- Go over handbook for environment if applicable
- Update PDS with information (personal info & ministry team assignment)
- Create name tag if applicable
- Add to email lists
  - Children's Minister's
  - Anyvite.com
  - CCCLeaders.net
  - Director's
  - Coach's
- Schedule follow up meetings for 4 weeks & 12 weeks (use Discussion Questions)

Placement: Age group \_\_\_\_\_

Service \_\_\_\_\_

Role \_\_\_\_\_