

LOCAL ADMINISTRATOR BACKGROUND SCREENING PROGRAM

NOTE: All Local Administrators MUST complete the training and background check before they can be made the Local Administrator for their entity.

A Local Administrator for the Sterling Volunteers background screening program will have the ability to see when a volunteer has started and completed the required training course and background screening for their location. It also allows them to be sure all volunteers at their facility have complied with the requirement. They do not have access to the background screening information, they only see if the volunteer is eligible or ineligible for service once their background check has been run. You can select up to two Administrators to oversee the program.

(If an assigned Local Administrator is no longer authorized to be in this role for the local church/school, please let us know so that we can remove their administrative rights.)

PLEASE PRINT INFORMATION BELOW

CHURCH/SCHOOL NAME: _____

FIRST ADMINISTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

SECOND ADMINISTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

SIGNATURE OF PASTOR/PRINCIPAL _____

PRINTED NAME OF PASTOR/PRINCIPAL _____

DATE _____

Please return to Jennifer Stefan: jennifer.stefan@floridaconference.com
and Rhonda Harper: rhonda.harper@floridaconference.com
Or fax to Rhonda/Jennifer at 407-618-0277