

# 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 requirements. 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.

PLEASE PRINT THE INFORMATION BELOW

CHURCH/SCHOOL NAME: \_\_\_\_\_

FIRST ADMINISTRATOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SECOND ADMINISTRATOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PLEASE REMOVE THE FOLLOWING LOCAL ADMIN(S): \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF PASTOR/PRINCIPAL \_\_\_\_\_

PRINTED NAME OF PASTOR/PRINCIPAL \_\_\_\_\_

DATE \_\_\_\_\_

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