

VIP | PLAN TO MOVE CURRENT VOLUNTEERS FORWARD

Two weeks ago, you received an email from Jeff Miller outlining VIP improvements launching May 11. These are quick wins designed to help volunteers move through VIP ahead of camp season.

What are we doing in the meantime? ----> Locking arms to help CAMP STAFF. SEC TEAM GOAL: Move all volunteers currently at First Staff Review into Background Check status.

Once approved, Camp Staff can then confirm them into roles.

OUR SUPPORT TO YOU - We will do the work to:

- Identify specific volunteers stuck at First Staff Review and in Background/Reference Check (see Excel link)
- Notify you through lists provided to State Directors
- Share all necessary links and tools below
- Offer coaching sessions upon request (email jsikes@fca.org)

YOUR ACTION (Complete by May 10) This is the goal!

USE THE EXCEL LINK SENT BY JAMI SIKES TO EACH STATE TO ACCESS WHERE ALL VOLUNTEERS ARE IN THE ONBOARDING PROCESS.

The original worksheet was exported using specific columns in the VIP to track volunteer onboarding. I created pivot tables to target specific info to expedite the process.

Everyone has this access in the VIP. If you would like help in setting up the columns to reflect this information in real time, please contact me, and I will help you. This workbook data will not update as people progress through the process. This is the baseline data as of now.

1. For your volunteers stuck at “First Staff Review” - Approve or deny the application. TeamNet article: [How to complete the First Staff Approval step for a volunteer applicant](#)

2. For your volunteers stuck somewhere in Background Check (BGC) or with References - Create a Support Services Ticket for each volunteer. State that a BGC and/or Reference email needs to be resent to the volunteer and include any other relevant info.
3. Contact the volunteer. Explain the Background Check process via Asurint. TeamNet article: [Complete VIP Background Check with Asurint](#) contains downloadable step-by-step instructions. Ask your volunteer to call their references and alert them that a reference is coming to their email. The process only takes 1-2 minutes, and the link expires in 21 days.

ABOVE & BEYOND (Optional) - To further support Camp Staff, encourage already approved adult volunteers in leadership roles to complete E3 and Child Abuse Prevention Training.

We are so proud of your effort and attitude through this massive change. Thank you in advance for locking arms with our Camp Staff to help us all advance TOGETHER!

MAY 11th is the launch of VIP 2.0. If you can avoid adding new people to the VIP until 2.0 launches, then please do so! The plan outlined in this email is to move people who are currently stuck in the process. Let's be in prayer for a smooth rollout and easy transition to get volunteers through the VIP and into the field to serve King Jesus together!

RESOURCE LINKS BELOW FOR TROUBLESHOOTING VIP

1. **LINK TO VIP:** [GO](#)
2. **HOW-TO'S IN THE VIP:** [GO](#)
3. **VIP FAQs – TEAMNET:** [GO](#)
4. **VIP QUICK START VIDEO | 17 Minutes:** [GO](#)
5. **VIP ONBOARDING STEPS & TRAINING REQUIREMENTS BY ROLE:** [GO](#)

VIP Definitions and FAQs

VIP DEFINITIONS

1. Approved to volunteer - means they have completed everything in VIP

1. Personal information
2. Reference check completed
3. Waivers done
4. Christian Community Statement done
5. Spiritual Temperature done
6. Background check completed

2. Confirmed

1. Everything listed above is completed AND everything below is completed
2. Assigned to a Program ROLE
3. E3 Training is complete
4. Child Abuse Protection is complete

3. Pending

1. Depends on where you see it. Could be waiting for something to be done
2. If you see it under Role Volunteer, it means they are NOT confirmed, because EITHER
 1. The staff don't know to go in and change it from "pending" to "confirmed" OR
 2. The volunteer has not completed everything

4. Pending Staff Approval

1. Staff needs to go in and approve them

What is the criteria to be approved to volunteer, confirmed volunteer in the VIP?

“There are three requirements that must be met to be considered a mobilized volunteer: completed the volunteer application process + E3 trained + connected to a registered ministry program in a ministry leader role.”

Thank you for your willingness to serve alongside FCA!
It is critical to complete each step of the process in this order.

A volunteer is approved & ready to serve when each step below has been completed.

- | | | |
|----|--------------------------|---|
| A. | <input type="checkbox"/> | Completed all steps on application
Passed Reference Checks |
| B. | <input type="checkbox"/> | |
| C. | <input type="checkbox"/> | Passed BGC
Completed ALL Trainings |
| D. | <input type="checkbox"/> | |
| E. | <input type="checkbox"/> | Assigned to a role |

WELCOME TO THE TEAM!

