

2025 QUALIFIED 2026 VOLUNTEER



We are so excited to kick off another incredible year of ministry alongside faithful volunteers God has raised up for such a time as this. FCA has launched a new system that will strengthen our ministry on many levels. We want you to get plugged into the vip, so you can get in the game!

THE VOLUNTEER IMPACT PORTAL:

- Enhances safety and security for volunteers, staff, coaches and athletes.
- Manages compliance with the Christian Community Statement (CCS).
- Structures the volunteer journey and sets clear expectations while providing support.
- Improves staff oversight of volunteers based on roles and training.
- Furthers volunteer engagement to drive long-term involvement with FCA.

CRITERIA FOR BEING QUALIFIED TO SERVE

Please carefully read and follow ALL steps listed in the process.

- Profile created in VIP by completing all info below
 - Personal contact information
 - References
 - Agreement with Christian community statement
 - Complete spiritual temperature questions
 - Complete waivers
 - Approved background check
 - Complete training necessary for applied role *Training requirements vary based on roles
 - Assignment to FCA Ministry Program

WHAT HAPPENS ONCE A VOLUNTEER IS QUALIFIED?

- Volunteer is approved to serve in the assigned ministry role in the VIP.
- Volunteer may apply for others roles without repeating all steps involved in initial process.

HOW DOES A VOLUNTEER MAINTAIN QUALIFIED STATUS?

- Agreement with Christian Community statement must be reviewed yearly and agreed to yearly.
- Background check every two years unless state requirement differs
- Specific certifications required for specific roles must be maintained

**VOLUNTEER
JOURNEY:**



**CLICK THE LINK SENT BY STAFF
FOLLOW THE PROMPTS
CREATE YOUR FCA PROFILE
APPLY FOR A ROLE**

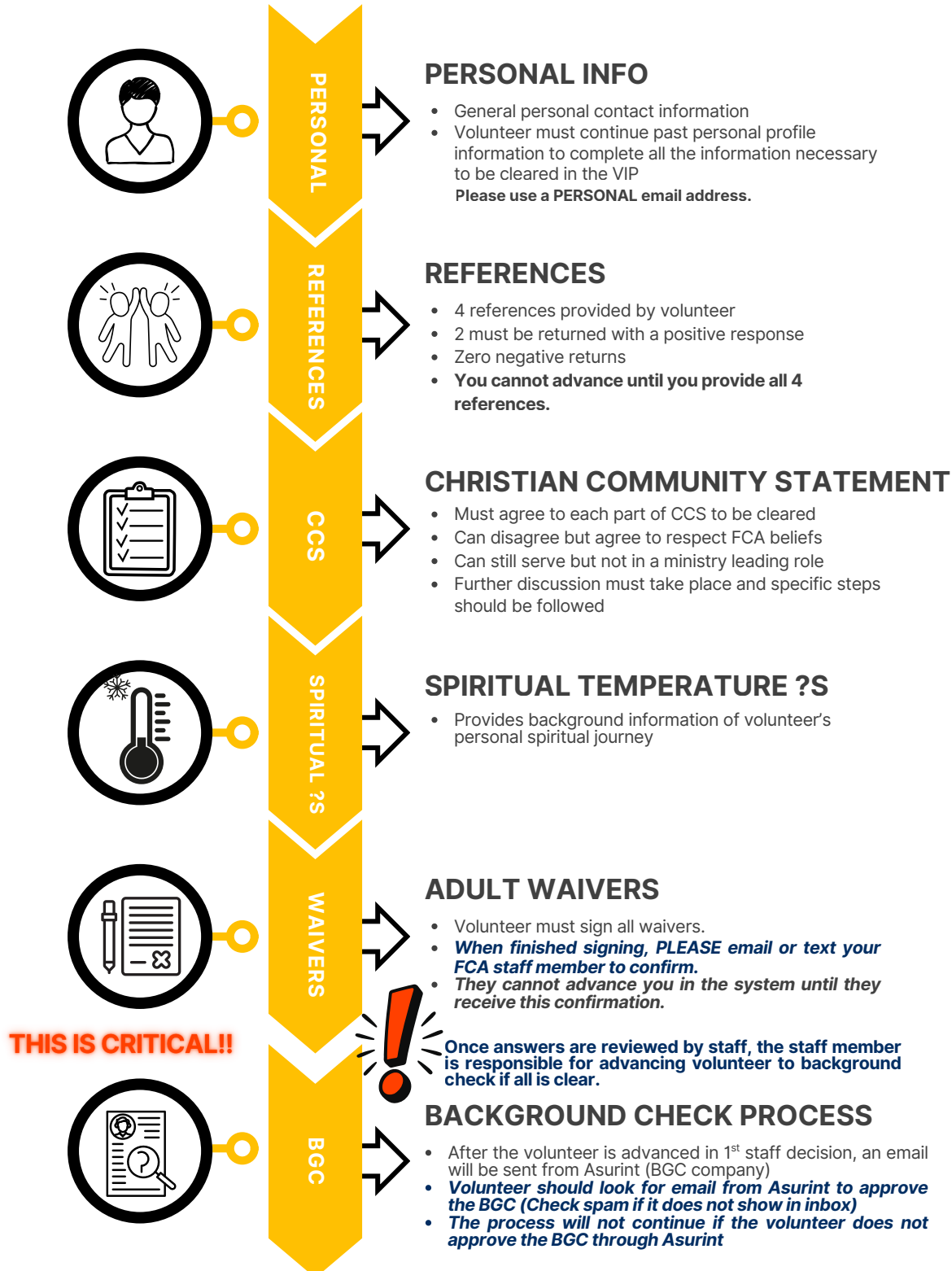


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VOLUNTEER JOURNEY PROCESS



A volunteer must still complete the required training and must be assigned to a role to be fully approved in the system.

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STAFF VIP PROCESS

PLEASE ENCOURAGE VOLUNTEERS TO USE A PERSONAL EMAIL ADDRESS - SCHOOL & BUSINESSES HAVE STRICT FIREWALLS WHICH CAN CAUSE A DELAY IN THE PROCESS.

THIS IS CRITICAL!!



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AT THIS POINT THE VOLUNTEER HAS COMPLETED ALL STEPS TO APPLY FOR A ROLE IN THE VIP.

HOWEVER

REGISTER PROGRAM IN TEAMNET

- All ministry programs must be registered in TeamNet.
- Boards should be registered as well.

CREATE ROLE IN VIP

- Create the program roles for each huddle in VIP.
- Roles vary (please use "onboarding & role requirements" as a guide – TeamNet)

INVITE VOLUNTEER TO APPLY FOR ROLE

- Send link to volunteer with clear instructions for applying to the role.
- Please share this graphic that helps guide volunteers smoothly through the process. We want this to be a smooth process!

ASK VOLUNTEER TO TEXT/EMAIL YOU WHEN THEY HAVE SIGNED WAIVERS

- Once waivers have been signed, it is the staff's responsibility to read answers to questions and make a decision to advance the volunteer in the process.
- **You will not receive a notification when they complete the waivers, so please ask them to contact you.**

ADVANCE TO BACKGROUND CHECK

- Staff must advance the volunteer to BGC in the "First Staff Decision" space in the VIP after reading the answers to confirm alignment with FCA.
- **Once this has been done, staff should CONTACT VOLUNTEER & let them know to expect an email from ASURINT.**

VOLUNTEER MUST APPROVE BGC

- After the volunteer is advanced in 1st staff decision, an email will be sent from Asurint (BGC company).
- **Volunteer should look for email from Asurint to approve the BGC (Check spam if it does not show in inbox).**
- **The process will not continue if the volunteer does not approve the BGC through Asurint.**

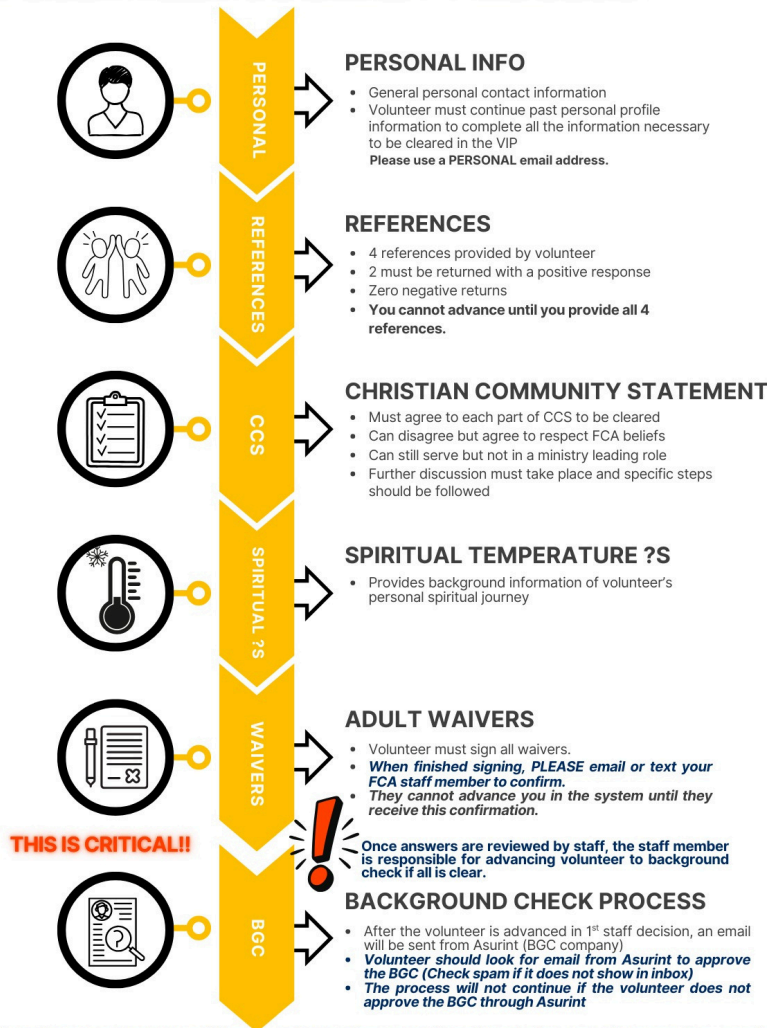
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Navigating the Volunteer Impact Portal

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VOLUNTEER JOURNEY PROCESS



A volunteer must still complete the required training and must be assigned to a role to be fully approved in the system.

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. Completed all steps on application
- B. Passed Reference Checks
- C. Passed BGC
- D. Completed ALL Trainings
- E. Assigned to a role

WELCOME TO THE TEAM!



The VIP Process requires many steps. This guide provides step-by-step instructions to clarify the process.

Reach out to your FCA staff member with questions.

CHECKLIST

(Steps to volunteer journey process page)

Personal info

4 references

Let them know to be looking for THIS email!

Entire CCS

ALL Spiritual Temp ?s

ALL waivers (3)

Contact staff to confirm completion of these steps!

Staff will THEN advance volunteer in process!

Approve BGC through Asurint email

THIS COMPLETES THE VIP APPLICATION QUESTION PORTION.

-----HOWEVER-----

ASSIGNED TRAININGS MUST ALSO BE COMPLETED.

Complete E3 Overview

Complete Child Abuse Prevention

There may be other required trainings depending on the role for which the volunteer has applied.