

**PROSPECTIVE PRYSM VOLUNTEER - STAFF ACTION FORM**  
Check List – For Internal Review Committee Use Only

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

Copies of the PRYSM Volunteer Application Form, the Criminal History Check Affidavit (which should be in a sealed, confidential envelope) the copies of the PRYSM Volunteer Reference Form and the notes on or attached to the Interview Report of PRYSM Volunteer Applicant Form should be attached to this form and kept in an individual, confidential file.

Application Mailed \_\_\_\_\_ Date \_\_\_\_\_

Application Received \_\_\_\_\_ Date \_\_\_\_\_

Criminal History Screening Received by Applicant \_\_\_\_\_ Date \_\_\_\_\_

Interview Conducted By \_\_\_\_\_ Date \_\_\_\_\_

**References Checked:**

1. Reference Name \_\_\_\_\_ Date \_\_\_\_\_

2. Reference Name \_\_\_\_\_ Date \_\_\_\_\_

3. Reference Name \_\_\_\_\_ Date \_\_\_\_\_

Code of Conduct Signed \_\_\_\_\_ Date \_\_\_\_\_

**Final Disposition of Application**

Accepted: Date \_\_\_\_\_

Not accepted: Date \_\_\_\_\_

If not accepted, check one of the following:

- Did not pass criminal history check
- Unsupportive references
- Inappropriate role model for youth (refer to PRYSM Staff and Volunteer Agreement and Code of Conduct Form which defines role models for youth)
- Did not submit criminal history check for review during interview
- Other \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**.PRYSM VOLUNTEER APPLICATION FORM**  
**PRYSM volunteers working with youth aged 19 and under**  
**must complete this form.\***

Name: \_\_\_\_\_  
(Last),(First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Age (must be 25 yrs or older): \_\_\_\_\_ Telephone: \_\_\_\_\_ / \_\_\_\_\_  
(Home) (Work)

Do you have a valid driver's license? \_\_\_Yes \_\_\_ No \_\_\_\_\_ License #

Do you have a valid automobile insurance policy? \_\_\_Yes \_\_\_No

Why do you want to be a PRYSM volunteer?

Please describe briefly your volunteer experience, work you have done with youth and community groups, and training you've received.

Please list your interests and skills (for example, computers, photography, leadership, group process skills, community service, project development). Feel free to list any and all others!

I prefer:

- \_\_\_\_\_ Organizing youth
- \_\_\_\_\_ Working with other volunteers
- \_\_\_\_\_ Planning projects and programs
- \_\_\_\_\_ Volunteering \_\_\_\_\_ Hours Weekly; \_\_\_\_\_ Hours Monthly

Please list three references. Include business associates, employers or social friends. (Do not list relatives.) Be sure you include persons who can provide information about your qualifications and suitability for working as a volunteer with youth programs.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

I certify that the above information is correct. I agree to inform the PRYSM Steering Committee of any changes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form and a copy of the State Police Background Check report to:**

**PRYSM Volunteer Steering Committee  
PO Box 4221  
Lafayette, IN 47903**

\* I understand that my enrollment as a volunteer is contingent upon successful completion of the application process and that this application will be handled in a confidential manner. I give my permission for the above-named references to release information about me and for my criminal history to be verified.

I understand that **PRYSM volunteers must be at least 25 years of age** and that PRYSM does not discriminate on the basis of race, color, national origin, sex, disability, religion, disability, political beliefs, sexual orientation, marital status or family status. I agree to serve as a volunteer for PRYSM Youth Group. I understand that either party may cancel this relationship at any time.

**INDIANA STATE POLICE LIMITED  
CRIMINAL HISTORY CHECK INSTRUCTIONS**

To protect PRYSM youth members, all potential volunteers must submit to an Indiana State Police Limited Criminal History Check. Applicants are responsible for the request and cost of the background check. See instructions on back.

To protect your privacy, the Indiana State Police Limited Criminal History Check Report will be requested by you; sent to you; and seen only by the PRYSM Steering Committee members whose responsibility it is to screen all volunteers working with PRYSM Youth members. The actual report will be marked confidential and kept on file with the volunteer application. All confidential material included in the applicants file will be kept in a locked file.

Name (First Middle Last) \_\_\_\_\_

Previous, married and/or maiden names \_\_\_\_\_

Date of birth: \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

(Male or Female)	( A-Asian/Pacific W-White U-Unknown)	I-Am. Indian/Alaskan B-Black M-Multi Racial)
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Drivers License Number \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor? \_\_\_No \_\_\_Yes

If yes, please explain:

I give PRYSM Steering Committee permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be a PRYSM volunteer.

It is important to note that all PRYSM volunteers must be at least 25 years of age. PRYSM does not reject people for reasons of race, color, national origin, sex, disability, age, religion, political beliefs, sexual orientation, marital status or family status.

## **INSTRUCTIONS TO OBTAIN AN INDIANA LIMITED CRIMINAL HISTORY BACKGROUND REPORT.**

1. Applicants may either go online or mail their request to the Indiana State Police for a background check.
  - a. To mail a request, use the enclosed form (cost \$7 – with certified check or money order). Results are mailed back to you; or
  - b. To make the request over the internet, go to [www.in.gov/isp/lch](http://www.in.gov/isp/lch) , fill out the form and submit it online (cost \$16, with credit card). Results are immediate. **Do not forget** to follow the “print report” instructions before leaving the site or you will have to submit another request and pay again.
2. When filling out the background check form, whether mailed or emailed, you will be asked to select the reason for the request from a list of 15 choices. For the purpose of this application mark:  
**“ #1 Has applied for employment with a non-criminal organization or individual.”**
3. If you have any questions call your contact from the volunteer selection committee.

**PRYSM VOLUNTEER TELEPHONE REFERENCE FORM**  
**For Internal Review Committee Use Only**

This form is provided for PRYSM Steering Committee members to use when visiting by telephone to check references listed by a prospective volunteer. Since some of the questions relate to issues that appear on the PRYSM Volunteer Agreement and Code of Conduct Form, you may want to review that form before conducting the interview.

Potential Volunteer's Name \_\_\_\_\_ Date \_\_\_\_\_

Reference Being Interviewed \_\_\_\_\_ Telephone \_\_\_\_\_

**Introduction:** Introduce yourself. Indicate to the interviewee: "Your name was given to us by (indicate potential volunteer's name). He or she is interested in being a volunteer with PRYSM Youth Group. To help us better understand where this person might fit into our organization, we would like to ask you a few questions. This call should take no more than five minutes. Is this a good time or should I call you at a more convenient time? (Indicate potential volunteer's name) has indicated he or she approves of you releasing information about him or her. Thank you."

1. How do you know this person? How long have you known him or her?
2. Please comment about this person's ability to work with young people.
3. Please comment on his or her sense of responsibility and follow through on commitments.
4. Please comment about this person's leadership skills, organizational skills, people skills, etc.
5. Are there any reasons why you feel this person would be an unsuitable volunteer to be working with young people?
6. Would you be comfortable having your child or children you know, under the guidance of this person? Why?
7. Has this person ever been convicted of a crime that you are aware of?

Any other comments:

"Thank you very much for your help. We appreciate your contributions. "

Interview conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Record of answers to questions 1-7

1.

2.

3.

4.

5.

6.

7.

## PRYSM VOLUNTEER MAIL REFERENCE FORM

\_\_\_\_\_ is applying as a PRYSM Youth Group volunteer to work with GLBT & straight youth aged 19 and under. He or she has given your name as a reference, with approval for you to release information about him or her.

Adults in volunteer positions help youth have fun while learning new skills, increasing their abilities to work together, managing their own activities and developing into productive adults. PRYSM seeks your help in providing information about people to serve in volunteer roles and will appreciate your prompt completion of this reference form. Please return it in the enclosed preaddressed, stamped envelope.

Please complete this list to evaluate the applicant's qualities using the following key:

E = Excellent      G = Good      F = Fair      U = Unknown

___ Understanding of children	___ Dependability	___ Flexibility
___ Communication skills	___ Sense of humor	___ Patience
___ Ability to organize	___ Sense of fairness	___ Initiative
___ Respect for others	___ Resourcefulness	___ Enthusiasm
___ Ability to complete a task	___ Honesty	

Please share your impression and knowledge of the applicant's qualifications for the position by using specific examples where possible.

1. How long have you known him or her?
2. Please comment about this person's ability to work with young people.
3. Please comment about his or her sense of responsibility and follow through on commitments.
4. Please comment about this person's leadership skills, organizational skills, people skills, etc.
5. Are there any reasons why you feel this person would be an unsuitable volunteer to be working with young people?
6. Would you be comfortable having your child, or children you know, under the guidance of this person? Why?
7. Has this person ever been convicted of a crime that you are aware of?
8. Any other comments? Please attach an additional sheet with your answers.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Daytime phone number \_\_\_\_\_

It is important to note that all PRYSM volunteers must be at least 25 years of age. PRYSM does not reject people for reasons of race, color, national origin, sex, disability, age, religion, political beliefs, sexual orientation, marital status or family status.

**INTERVIEW REPORT OF PRYSM VOLUNTEER APPLICANT FORM**  
**For Internal Review Committee Use Only**

Name of volunteer \_\_\_\_\_

Date of interview \_\_\_\_\_ Location of interview \_\_\_\_\_

Name of interviewer \_\_\_\_\_

Throughout the interview, consider how the volunteer listens and responds to questions in the following suggested areas. Be sure to ask questions in each area. Since some of the topics that follow relate to issues that appear on the PRYSM Staff and Volunteer Agreement and Code of Conduct Form you may want to review that form, as well as the information contained in Appendix C relating to conducting successful interviews, before conducting the interview.

**LEADERSHIP SKILLS**

Experiences working with children; Skills and qualifications involving parents;  
Promoting teamwork Experience organizing youths Knowledge of how to conduct effective meetings Communication skills (writing or speaking)

Comments:

**DIVERSITY**

Experiences and feelings about diversity (racial, socioeconomic, persons with disabilities, gender identity, sexual orientation etc.); Ideas for promoting respect and understanding

Comments:

**HUMAN RELATIONS SKILLS**

Handling conflict; Discipline techniques; Dealing with situations that don't go as planned

Comments:

**UNDERSTANDING YOUTH DEVELOPMENT**

Understanding of young people; Reasons for volunteering

Comments:

For help in conducting effective interviews, please see suggestions in Appendix C.

# PRYSM STAFF & VOLUNTEER AGREEMENT & CODE OF CONDUCT FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

## **PRYSM Staff Agree to:**

- Provide the volunteer with appropriate policies and procedures.
- Provide orientation about volunteers' roles and the organization.
- Set tone and direction in conjunction with the appropriate PRYSM committees.
- Offer volunteer training.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to PRYSM.

## **Volunteer Agrees to:**

- Follow the policies, philosophy and procedures defined by staff and the appropriate PRYSM committees.
- Be supportive of the PRYSM mission and its activities.
- Abide by the PRYSM Volunteer Code of Conduct.
- Affirm that the PRYSM program actively seeks diversity among its members.
- Supply PRYSM steering committee with all information about activities and changes in the group, as they occur.

I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I'm unable to continue as a PRYSM volunteer, I will notify PRYSM Steering Committee at least two weeks in advance.

I have read the PRYSM Code of Conduct on the back of this form and agree to comply with it.

## **SIGNATURES**

PRYSM Volunteer \_\_\_\_\_ Date \_\_\_\_\_

PRYSM Steering  
Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Provide a copy to the volunteer.

PRYSM Youth Program prides itself on providing safe and educational activities and support to its youth members. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

**PRYSM volunteers will:**

Accept their responsibility to represent PRYSM programs with dignity and pride by being positive role models for youths. Conduct themselves in a courteous and respectful manner. Respect, adhere to and enforce the rules, policies and guidelines established by the PRYSM Steering Committee. Abstain from and not tolerate physical or verbal abuse. Avoid criminal activities. Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at a PRYSM youth activity or event. Under no circumstances, attend or participate in a PRYSM youth activity or event under the influence of alcohol and/or controlled substances. Accept the responsibility to promote and support PRYSM to develop an effective program. Operate machinery, vehicles and other equipment in a responsible manner.

**Volunteers should not, at any time:**

- Have any inappropriate association or contact with any minor met through PRYSM activities.
- Distribute materials or information that has not been reviewed and cleared by the PRYSM Steering Committee.
- Be in any closed door, one-on-one contact with any PRYSM minor without the knowledge and approval of the minor's parent. (It is the policy of the PRYSM Steering Committee to have a minimum of two adults present at all times at any PRYSM activity or event).

**Examples of inappropriate conduct include but are not limited to:**

- Any action that violates any state or municipal law regarding child abuse, providing alcohol or other drugs to minors, or having alcohol or other drugs on a school campus, etc.
- Dress that violates school dress codes or is inconsistent with attire appropriate to the occasion sanctioned by the PRYSM Steering Committee.
- Physical contact that is inappropriate to a teacher-pupil professional relationship.
- Inappropriate telephone calls, emails or any other communication.
- It is important that all PRYSM volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by PRYSM representatives may lead to dismissal as a volunteer from the PRYSM program.

It is important to note that all PRYSM volunteers must be at least 25 years of age. PRYSM does not reject people for reasons of race, color, national origin, sex, disability, age, religion, political beliefs, sexual orientation, marital status or family status.