



Job's Daughters International

Certified Adult Volunteer Trainer

Application

The role of a Certified Adult Volunteer Trainer is to train CAV applicants according to JDI standards and certify that they have been fully briefed on the JDI Youth Protection Policies and Guidelines. A CAVT is an officially recognized trainer for the JDI Youth Protection Program and has been issued and instructed on the officially recognized training materials. There are a few things to consider before applying to be a Certified Adult Volunteer Trainer (CAVT):

First, only a Certified Adult Volunteer (CAV) may apply to be a trainer.

Secondly, a CAVT must be comfortable speaking about difficult topics in front of strangers. They must have some background experience or knowledge of working with adolescents. They must be able to answer questions from trainees about JDI structure and the JDI Youth Protection Program, as well as issues around abuse, neglect, mental health, alcohol, drugs and internet safety. While we have information about all these issues in our training manual and can train a CAVT on all these things, questions will arise from the trainees that you need to be comfortable answering. Having been a member of Job's Daughters, in and of itself doesn't qualify someone to be a CAVT. It doesn't mean they are excluded of course, it just means an applicant needs to consider what other qualifications and/or experiences they have that enrich that wonderful life experience. This is why we ask questions about education background, work experiences, etc.

The process to become a CAVT is as follows:

- Application must be made using the CAVT Application Form YPP 003.
- Interviews will be conducted by the Executive Manager of JDI and at least one other CAVT.
- Attendance at a CAVT Training Class.
- Monitoring of an Adult Volunteer Training Class conducted by another CAVT.
- Conducting an Adult Volunteer Training Class with an assigned CAVT monitor in attendance.
- A CAVT card will be issued by the Executive Manager upon successful completion of this process.

A CAVT must maintain continual CAV status as well as re-certify/renew their CAVT status every five years. Additionally, they must conduct a minimum of five trainings during those five years. A CAVT does not schedule trainings, Adult Volunteer Trainings are scheduled through designated YPP coordinators. Finally, the JDI Board of Trustees reserves the right to revoke a CAVT's training credentials.

Thank you for taking the time to consider becoming a CAVT, we appreciate the willingness to strengthen our Order by strengthening its adult support.

*Please Type or Print **legibly**. Pencil entries cannot be accepted. If you need space for further information, please use the back of the form or attach a separate sheet.*

Personal Data

1. Name: _____
(Last) (First) (Middle Name – not just the initial)
2. Address: _____
City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone (or daytime number) _____

E-mail address: _____

3. Bethel No. _____ City: _____ State/Prov. _____

4. CAV # _____ Date of CAV expiration _____

5. Current Title(s) in Bethel / JGC/ GGC/ SGC: _____

6. Length of time as an **adult** volunteer in Job's Daughters in any capacity: _____

7. Please list the **adult** JDI offices you have held and committees you have worked on (attach separate form if necessary):

Education/Occupation/Life Experiences

8. Have you ever been a presenter/trainer (in any capacity) before? Yes _____ No _____

If Yes, please list your background in this area: _____

9. List anything in your educational background that will prove useful in your capacity as a CAVT:

10. What is your current occupation? _____

11. List any other experiences which would aid you in your role as a CAVT: _____

12. Why do you want to become a CAVT? _____

Reference Profile

List three people who have known you for at least 5 years. None of these individuals may be a member of your immediate or extended family. At least two must be associated with Job's Daughters.

Name: _____ Relationship to applicant: _____

Job's Daughters affiliation (if any): _____

Street: _____

City / State/Prov. / Zip/Postal Code: _____

Phone Number: (_____) _____

Name: _____ Relationship to applicant: _____

Job's Daughters affiliation (if any): _____

Street: _____

City / State/Prov. / Zip/Postal Code: _____

Phone Number: (_____) _____

Name: _____ Relationship to applicant: _____

Job's Daughters affiliation (if any): _____

Street: _____

City / State/Prov. / Zip/Postal Code: _____

Phone Number: (_____) _____

Application Acknowledgement

- _____ I understand that in my role as a CAVT I am governed by the Constitution and Bylaws of JDI, the Rules & Regulations of my GGC / JGC / BGC and the Youth Protection Program.
- _____ I understand that JDI is a volunteer organization and that my service as a CAVT is not a paid position and that expenses may not be reimbursed.
- _____ I understand that it is my responsibility to obtain and provide the child abuse reporting information and the age of sexual consent information for the jurisdiction for which I am providing training.
- _____ I understand that I must continually maintain my CAV status.
- _____ I understand that only the official JDI Youth Protection Program and Policy materials and forms may be used and that no part of the training materials may be altered or skipped.
- _____ I understand that to maintain my CAVT status I must conduct a minimum of five trainings within the five year period of my CAVT training credentials.
- _____ I understand the process to become a CAVT.

_____ I understand that it is my responsibility to provide the JDI Adult Volunteer Training Attendance Register (YPP 004) to the Executive Manager of JDI within 10 days of the training.

_____ I understand that I will not accept, or allow others to accept, CAV applications or fees from training attendees.

_____ I understand that I will not schedule any JDI Adult Volunteer Trainings on my own, instead I will coordinate with the designated YPP coordinators.

By placement of my signature on the Certified Adult Volunteer Trainer Application, I acknowledge my understanding of the JDI Youth Protection Program and Policy. I affirm on my honor that the information on this form is true and correct.

Signature: _____ Date: _____

Please Note:

Your Certified Adult Volunteer Trainer Application *must* be signed. A U.S. Funds check for \$10.00 and made payable to “Job’s Daughters International” must accompany this application. Incomplete forms will not be processed.

Mail your Application and check to:

**Job’s Daughters International
233 W. 6th Street
Papillion, NE 68046**

For Office Use

Receipt No. _____ Current CAV expires _____

Interviews conducted _____

Attendance at a CAVT Training class _____

Monitoring of an Adult Volunteer Training class _____

Adult Volunteer Training Class conducted: _____ Date _____

Monitored by _____ CAVT # _____

CAVT Card sent _____

Notes: _____
