Student Missionary Application Checklist
For Student Missions Coordinators
North American Division - Office of Volunteer Ministries
In partnership with Adventist Volunteer Service
www.hesaidgo.org

__ **1. ONLINE APPLICATION**
      __Check for completeness and accuracy
      __Items in online checklist are checked/green (in "Edit" tab).
      __Approve application for your organization when all is ready including paperwork ("Actions" tab).

__ **2. FORMS**

   __ **A. Beneficiary Form**
      __Name
      __Birthdate
      __Beneficiaries/relationship listed
      __Signature of SM
      __Date

   __ **B. Release of Liability Form** (<u>FUNDED</u> or <u>SELF-FUNDED</u> – circle one)
      __Name
      __Signature of SM
      __Date
      __*If S.F., email insurance billing confirmation to OVM processing assistant*

   __ **C. References (3)** ☐ ☐ ☐
      __Name of SM and Reference
      __No more than 4 empty sections on the 1st page.
      __At least two questions answered (or one answered more thoroughly)
      __If relationship is listed as "friend," find out the reference's profession if not listed.
      __Referee info at end of form is complete (e.g. at least one form of contact info)

   __ **D. Health Clearance Form** (**aka Health Certificate**)
      __Name and birthdate of volunteer
      __Agreement checked
      __Signature and name of doctor, nurse practitioner, physician's assistant, or equivalent.
      __Credentials (M.D.) and/or license number of medical provider
      __Phone number or email address of medical provider
      __Date form was completed

   __ **E. Resumé**

__ **3. BACKGROUND CHECK & CHILD PROTECTION TRAINING**
      __Provide link to volunteer
      __Put note in Communication Log when volunteer lets you know they've completed it.
      __For verification, contact OVM and we can verify if it's complete (within a few days).

__ **4. *PASSPORT TO MISSION* TRAINING**
      __Enter date in "Training" tab in online application when training was/will be completed.
      __Add note to "Training" tab log if SM applicant will be taking online course (not on campus).

AFTER NAD & GC APPROVAL:

__ **5. Email Flight Itinerary**

- Email itinerary to andreakeele@nadadventist.org so that insurance can be arranged.

NOTES

This applies to long-term volunteers through Adventist Volunteer Service. Long-Term volunteers serve for two months or longer. "SM" in this section refers to Student Missionary applicant.

1. ONLINE APPLICATION

Process for SM to create online application with Adventist Volunteer Service:

- SM goes to www.hesaidgo.org, clicks on "Long Term Missions" and "AVS Volunteer Login"
- Or they can go to www.adventistvolunteers.org and sign in on the Volunteer Login at the bottom left.
- SM creates account with username and password through Adventist Volunteer Service
- SM completes all applicable questions

How to approve an application for your Sending Organization (your school):

- Log in to your AVS Coordinator account at www.adventistvolunteers.org .
- Type in SM's name in "Volunteers" section; then click on name to open application.
- Check over application—make corrections if necessary.
  - Click on "Edit" tab to edit the various sections if needed.
  - Click on "Training" tab to add training completion date.
  - Make sure all paperwork is attached or emailed/faxed to Ben Speegle.
- Go to "Actions" tab.
- Click on "Give Sending Org Approval."
- Scroll down and click "Approve Applicant."

Before approving SM for your organization, check for these things especially:

- Full, legal name
- Baptismal date
- Physical address (can add P.O. Box in addition)
- Up to five call interests (but at least one), prioritized.
- Dates available
- 3 references entered (it won't let you approve it if they are not entered).

Notes on Baptism:

- If SM has not been baptized, they will not be able to serve through AVS.
- If SM plans to be baptized before they serve, OVM will need an email explanation and recommendation from you and/or the chaplain or pastor, as well as the scheduled baptism date.
- If SM Applicant has been baptized for less than a year, OVM will need an email explanation and recommendation from you and/or the chaplain or pastor.

2. FORMS

- *Forms may be downloaded from online application or from www.hesaidgo.org, "Long Term Missions," "Apply."*
- *Forms may be sent to OVM Processing Assistant in any of the following ways:*
  - *Scan and attach to application ("Attachments" tab), and notify Processing Assistant.*
  - *Scan and email forms to Processing Assistant.*
  - *Fax to: 240.293.1266*

A. BENEFICIARY FORM

- This form is for the SM to indicate to whom the life insurance benefits should go to if they were to die during their time of service. Most volunteers put down parents, siblings, or a spouse, but it can be anyone they wish.

B. RELEASE OF LIABILITY FORM (FUNDED OR SELF-FUNDED)

- The "Sending Division" line and "Coordinator Signature" line can be left blank.
- To find out which form to use ("Calling Org Funded" or "Self-Funded"), go to the SM's first choice call and look in the "Finances" section at the "Insurance" line:
    - If it says "Calling Organization" next to it, use the "Funded by Calling Organization" form.
    - If it says "Volunteer/Sponsor" next to it, use the "Self-Funded" form.
- If it makes it simpler, ask SM to sign both just in case their call changes later.
- If the call is "Self-Funded," we will also need an email or note in the Communication Log from the Missions Director stating that the school/mission department will be willing to be billed for the insurance since Adventist Risk will not bill individuals. The insurance is billed in two parts—around January and June.

C. REFERENCES

- At least three references are needed, but it's helpful to collect more and choose the top three.
- At least one reference should be completed by a pastor or elder.
- The SM may choose to send the reference form electronically through the application in the "References" section, by clicking on "method." Be sure they click the "Send" button. (Easy to miss.) A link will be sent to the reference. Once the referee completes it, the form is automatically attached to the online application. Unfortunately, there is not auto-notification for this, so you will need to check the application to see if the references have been submitted. (As a Missions Director, you may also remove any that you don't find suitable or complete. Just keep the ones in there that are the best.)
- References from relatives are not accepted by OVM/AVS.

D. HEALTH CLEARANCE

- The Health Clearance form may be attached online or faxed.
- Emailing is no longer preferred since it is less secure.
- Missing info on this form often slows down processing, so it's helpful if you can double-check everything before sending it on to us.
- If there is a significant health issue, OVM may ask for further clarification/recommendation from a specialist. If the SM knows they have a more serious condition, it may expedite the process if they go directly to a specialist to complete the form, and/or if they ask the specialist to write an extra note specifically clearing them for service.
- For those with a recent history of a diagnosed mental disorder, such as depression or anxiety, etc., they will need a letter of clearance from a mental health care professional who has been treating them. It's best if they can specifically address the SM's ability to handle the transition and stresses of cultural differences and mission life.

E. RESUME

- SM should keep in mind that mission organizations are looking at the resume, so if it is up-to-date, accurate, and nice looking, it will give a better impression.
- Include things like: education, job history, volunteer experience, hobbies/recreation/interests, certifications, baptism date, and contact info.

3. BACKGROUND CHECK & CHILD PROTECTION TRAINING (NEW)

- Ask SM if they have already done this through Verified Volunteers, due to serving at church or camp, in the last three years. If they think they have, contact OVM and we can verify. If so, they will not need to do it again.
- If not, send SMs to www.hesaidgo.org/verified-volunteers
- They can find the instructions and the link to register from there.
- They will need to choose the home church and conference (where their membership is held, usually).
- In the Volunteer Roles section, they should choose "AVS Volunteer."
- The SM will be required to take a Child Protection Training course before they can get the background check. This will take approximately 30 minutes to an hour.
- Questions about the online process: 855-326-1860 or AdventistSupport@verifiedvolunteers.com
- Contact OVM if you want to know where an SM is in the process.
- If you don't hear from OVM otherwise, you can assume the volunteer has passed the screening.

4. *PASSPORT TO MISSIONS* TRAINING

- If SM is taking this training on campus, please enter the date when the course will be finished in the "Training" tab.
- If SM is taking online *Passport to Missions* training, it is better to wait and let the course facilitator enter the date when they've completed it.
- It's helpful if you make a note in the "Training" tab that the volunteer is taking the online course rather than on-campus.
- For information on the course and the enrollment key for the current cohort for the online *Passport to Missions*, you or the SM can find it on the "Home Page" of their online application once it has been submitted, or contact our office.
- The link to the training course can be found on our website ("Long Term Mission"… "Apply"… "NAD College or University").

5. WHAT IF SOMEONE IS REAPPLYING?

If a previous student missionary is re-applying, this is what is needed:

- Online application – reapply, edit, submit
- Updated Release of Liability
- Updated Beneficiary
- 1 new reference
- Health Clearance – *only if the original is more than 2 years old*
- *Background Check – if not done in the last 3 years.*

CONTACT INFORMATION FOR NEW APPLICATIONS:

EMAIL: benspeegle@nadadventist.org
PHONE: 443-391-7118
FAX: 240-293-1266
WEBSITE: www.hesaidgo.org