

Master List Formatting

Due January 1st Annually

1. Two or three separate lists
 - Employees
 - Volunteers that have access to Minors and/or Vulnerable Adults
 - Volunteers who are Money Counters with no other ministry involving children or vulnerable adults.
 - Money Counters who also have access to children and/or vulnerable adults should be on the Volunteer or Employee List
 - Alphabetical by **LAST** name for each list
 - Please include any previous last name(s) an individual has used
2. Number each list
3. Do not break volunteers or employees into groups i.e., Youth Ministry and CCD should all be counted together on the list.
4. Dates of Completion for each category
 - Background Screening – Date found on the bottom of the Screening Report Form (SRF) signed by the Safe Environment Manager. A copy should be kept in the employee/volunteer’s Safe Environment file.
 - Safe Haven Training (Minors & Vulnerable Adults) – Date found on certificate. It should not be filled until the certificate is on file. A copy of the certificate should be in the employee/volunteer’s Safe Environment file. If works with vulnerable adults must complete both programs and submit two certificates.
 - Code of Conduct & Acknowledgment Form are now one form. – Date signed by employee or volunteer. A copy should be retained in their safe environment folder. Everyone must sign a new Code of Conduct & Acknowledge form when the new policy is circulated.

**NAME OF CHURCH/SCHOOL - CITY
EMPLOYEE/VOLUNTEER/MONEY COUNTER (SEPARATE LIST FOR EACH)**

DATE OF SUBMITTED MASTER LIST

	LAST NAME	FIRST NAME	BACKGROUND SCREENING	SAFE HAVEN		CODE OF CONDUCT & ACKNOWLEDGEMENT
				MINORS	VULNERABLE	
1	Albert	John	4/24/2018	4/19/2017	11/6/2016	11/6/2016
2	Jones	Sarah	2/15/2021	2/2/2021	3/2/2021	3/2/2021
3	Kent	Erik	11/12/2018	11/28/2018	11/2/2012	7/28/2018
4	Mooney (Stahl)	Rebecca	5/25/2019	5/27/2019	5/13/2019	5/13/2019