



the church in Irving

Young People's (YP) Service Group
Policies and Procedures

August 2026



Dear Staff Member or Volunteer,

Welcome to the Young People's Service Group of the church in Irving!

The church in Irving (CII) takes the responsibility to care for young people very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in their relationship with Jesus Christ.

This handbook provides a general overview of procedures and guidelines for CII staff members and volunteers. Our policies are intended to create a safe environment for young people. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

The leading ones of the church in Irving



The Church in Irving
Young People’s (YP) Service Group Policies & Procedures

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Overview of The Church in Irving (CII) Safety System

Because we love young people (also referred to as YP) and desire to protect them, CII requires all staff members and volunteers working with children or young people (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

CII Policies and Procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the CII Safety Committee.

Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a young person for sexual abuse. Grooming is the process used by an abuser to select a young person, win the young person's trust (and the trust of the young person's parent or 'gatekeeper'), manipulate the young person into sexual activity and keep the young person from disclosing the abuse.

To equip CII staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, CII requires all staff members and volunteers to complete Sexual Abuse Awareness Training from a reputable vendor (e.g. MinistrySafe or comparable). This Training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers are required to complete the CII Screening Process, which includes:

- Employment Application (staff members only)
- Safety Application
- Face-to-Face Interview
- Reference Checks

**A volunteer must attend CII for six months before being eligible to serve in positions providing access to children, students or vulnerable populations.*

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page, indicating that he or she has read and understood the material and agrees to comply with policy requirements.

STEP FOUR: Background Check

CII requires that all staff members and volunteers working or volunteering in children or YP activities or programming undergo a Background Check. Depending upon position, differing levels or intensity of Background Check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to children or YP. In addition, certain other past criminal acts *may* preclude an applicant from serving minors.

YP Safety Policy

ABUSE TOLERANCE

The church in Irving (CII) supports and maintains a **zero-tolerance** policy concerning child abuse and neglect. It is a violation of Texas law for any staff member or volunteer to physically, sexually, or emotionally abuse or neglect any child participating in CII programs. It is the responsibility of every staff member and volunteer at CII to act in the best interest of all young people in every program.

Under Texas law, any person who has reasonable cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal duty to report it immediately to the proper authorities. This includes sexual abuse.

Additionally, in the event staff members or volunteers observe any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual), it is encouraged but not required they report their observations to their YP Service Group Coordinators (SGC) and the Church Elders. *NOTE: In Texas, employers generally cannot require an employee to notify a supervisor or employer about a mandatory reportable incident of sexual abuse if that requirement would discourage or dissuade the employee from making the report.*

ENFORCEMENT OF POLICIES

CII staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all CII policies. Anyone working with children or YP at CII is subject to the supervision and evaluation of the service group coordinators and must follow these guidelines. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from a position in YP Service Group – for both staff members and volunteers. Final decisions related to policy violations will be the responsibility of the Church Elders.

Reporting Abuse or Suspicions of Abuse

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

CII is committed to providing a safe, secure environment for YP and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to local law enforcement (or Child Protective Services) and the CII Safety Committee Chair.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a SGC or a member of the CII Safety Committee. Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report *grooming behavior*, any policy violations, or any suspicious behaviors to a YP SGC or a member of the CII Safety Committee.

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our YP, CII staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to a YP SGC or a Church Elder.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in CII YP Service Group. This suspension will continue during any investigation by law enforcement, Child Protective agencies or CII.

Any person found to have committed a prohibited act should be precluded from future participation as a staff member or volunteer in all activities and programming that involves children, YP or vulnerable populations at CII. If the person is a staff member or employee, such conduct may also result in termination of employment from CII.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination (employee) or removal (volunteer). Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, YP or vulnerable populations at CII.



Staff members and volunteers should discuss immediately with their supervisor any inappropriate action or breaking of this policy and will seek counsel from the church leadership and attorney, if needed.

REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

We report all suspected or alleged abuse or neglect of young people to local law enforcement or the Texas Child Protective Services Emergency Response Hotline:

1-800-252-5400

Because many adults are unfamiliar with Texas reporting requirements and may be fearful of the process, CII utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when a CII CSG or Church Elder reports the suspicion or allegation *together* with the individual who saw, heard or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT, CPS OR THE ABUSE HOTLINE *DIRECTLY*. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from CII before reporting to law enforcement personnel or the Child Abuse Hotline. In addition, a report may be made without involving or informing CII personnel.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to an immediate supervisor or a member of the CII Safety Committee. This request is intended to assist the church in properly protecting children involved in CII programs.

When in doubt, report.

Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, CII will appoint and maintain a Safety Committee, which will meet once each quarter.

The purpose of the Safety Committee is to enable CII Children's Service Group to carry out appropriate activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

- the Elders of the CII
- the Overseers of Children's Service Group
- the Overseers of Young People's Service Group

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing CII Policies and Procedures related to children's safety and risk management issues.
2. Monitoring all Children's Service Group programs for ongoing compliance with safety policies.
3. Making recommendations to the CII Board of Trustees regarding safety issues.

YP Service Group Staff Monitoring Plan

BUILDING SAFETY

Every YP SGC is responsible for ensuring that the YP meeting area is monitored during programming serving children. No YP will *ever* be left unattended in a meeting area or on a playground during regular programming, classes or activities. All YP should be easily observable during regular programming, class or activities.

SUPERVISION

Only screened service volunteers, screened church staff members, and YP are allowed in areas where YP meetings or events are occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a YP SGC or security team member should be notified immediately.

Two trained, screened adults should supervise YP at all times.

CII practices the *Two Adult Rule*, which requires a reasonable number of adult leaders (with a minimum of two) to be maintained when supervising YP.

Avoid being alone with an individual YP in any room or during any YP program. If one supervising adult must leave a group of YP, another staff member or volunteer must be notified so that the *Two Adult Rule* can be followed.

If an unusual circumstance occurs and you find yourself alone with a YP, take the YP to a room or building occupied by others, or to a location easily observed by others. (Example: if a YP is the last to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

If you need to talk with a YP alone, do it in the hallway or a highly visible area, or have another serving one with you.

Avoid distractions that would impact your ability to effectively supervise YP and maintain situational awareness (i.e., use of cell phones, wearing headphones, etc).

After every YP event, ensure that every room, area and restroom is checked prior to leaving.

WORKER-TO-YP RATIOS

CII is committed to providing appropriate supervision in all YP Service Group programs. Accordingly, the following worker-to-YP minimum ratios will be observed:

# of YP	# of Workers
1 - 10	at least 2 staff members or volunteers (Two Adult Rule)
11 - 29	at least 2 staff members or volunteers
30+	at least 3 staff members or volunteers

For many events, the minimum required worker-to-YP ratio for break out group activities, transportation and hospitality is 1 worker to no more than 4 YP.

If a worker is *out of ratio* it is his or her responsibility to immediately notify the YP SGC. YP SGC will make diligent efforts to find substitute workers to immediately bring ratios into compliance with CII policy.

Communicating with Families

PARENTAL INVOLVEMENT

Parents are invited to observe all programs and activities in which their YP is involved. However, parents who desire to participate in or have continuous, ongoing contact with their YP programs at CII will be required to complete the CII volunteer application and screening process.

Parents who leave a YP in the care of CII staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in children's service programs.

Disciplinary Policies

DISCIPLINE

It is CII's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes the use of any physical force as retaliation or correction for inappropriate behaviors.

Uncontrollable or unusual behavior should be reported to parents and the YP SGC. Any behavior problems will be handled in the following sequence:

1. The YP will be asked to correct the behavior.
2. A staff member or volunteer will talk with YP to discuss the problem behavior.
3. Parents will be notified of discipline or behavior problems.
4. The YP will not be allowed to attend a ministry event. (This is a final measure, but not desired.)

NEVER...

- Yell at a YP.
- Grab a YP.
- Threaten a YP. Always follow through with your word.
- Hit a YP.
- Confront a parent in front of others.
- Openly humiliate a YP in front of their peers.

If a YP is unruly or fails to comply with verbal warnings or instructions, that YP will be asked to leave (if not endangered by doing so) or the YP's parent will be contacted to pick up the YP. Any damage to property will be reported to parents, who will be responsible for repairs, including damage incurred at off-campus events.

In the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of other YP. In these instances, staff members and volunteers are allowed to restrain a YP with appropriate physical force, as needed.

BULLYING

Verbal, physical or emotional bullying is not acceptable in CII Service Group programs. At the first sign of bullying in any form, act decisively, and inform your YP SGC. There is no *harmless put-down* where bullying is concerned.

1. *First Offense*: Issue a warning to the YP and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense*: Pull the offending YP from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the YP know that the next step is communication with an elder and the YP's parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.
 - a. Privately, but with another adult present, confirm that the YP who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. DO NOT SINGLE A YP OUT IN FRONT OF THE GROUP... be discreet.
3. *Third Offense*: Send the YP to a YP SGC for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.

Restroom Policies

Be aware if a YP repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a YP SGC. In public contexts, send students to use the restroom in groups of at least three, when possible.

Verbal Interactions with YP

Verbal interactions between staff members or volunteers and YP should be positive and uplifting. CII staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission to aid parents in the spiritual growth and development of YP.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of YP.

One-to-One Interactions with YP

Meeting the emotional or spiritual needs of YP may occasionally involve interaction on an individual basis. Please observe the following guidelines when interacting with minors:

- The Two Adult Rule should be diligently followed during YP meetings and event programs. Do not interact *alone* with an individual student in any room or building. In the event you find yourself alone with a single YP, move to a room or area occupied by others, or to a location easily observed by others.
- One-to-one meetings with an individual YP must occur at a time when others are present and where interactions can be easily observed. *Example:* If a YP desires additional conversation after regular meeting has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.
- Never hold a one-to-one meeting with a YP who is the opposite gender.
- If a closed-door meeting must occur, it should occur on church property, with a second adult present. The door must remain unlocked, and any window treatments open.
- Any ongoing meetings with YP (such as counseling, one-to-one discipleship, etc.) should be discussed with a YP SGC, and should comply with the Two Adult Rule OR occur in a public, easily observed location.
- Staff members and adult volunteers may not date (or have *any* sort of romantic interaction with) YP in the YP Service Group ministry.

Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with YP and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any YP in the program.

However, it may be that discussions and lessons in YP meetings and events occasionally address issues related to purity, dating, sex and human sexuality. These lessons will convey the church's views on these topics to the YP.

YP may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. Proceed with great caution, teaching with sensitivity and from a biblical perspective.

- Avoid discussing anything of a sexual nature with YP of the opposite gender.
- If a YP's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this YP. For any follow-up meeting: inform a YP SGC first, comply with the Two Adult Rule OR meet in a public, easily observed location.

- When in doubt as to whether a conversation could be interpreted as a “sexually oriented conversation,” treat the conversation as such and follow this policy. When possible, clarify the question/topic with a YP SGC.

Sexually Oriented Material

Staff members and volunteers in YP Service Group at CII are prohibited from possessing any sexually oriented materials (magazines, books, cards, games, images, videos, etc.) on church property or in the presence of YP.

Physical Contact

Appropriate touch is needed and encouraged, but it is vital that staff members and volunteers do not blur or cross the lines. In light of this, the following guidelines should be observed:

- Physical contact in any form should be above reproach, for the benefit of the YP, and never based upon the emotional needs of a staff member or volunteer.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in YP Service Group must foster trust at all times.
- Pat a hand, shoulder or back in an encouraging manner.
- Side hugs: in public view and kept brief. When hugging someone of the opposite gender, hugs should be limited to side hugs.
- Look for opportunities to give plenty of “high fives” and “fist bumps”, unless this makes a YP feel uncomfortable.

AVOID the following interactions:

- A sexual relationship with a student is never acceptable.
- Never touch a YP in sensitive areas (breasts, buttocks, genitals) even if a YP has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
- No sitting on laps.
- No hand-holding, unless part of a church-related activity or a group game.
- Never touch in anger or disgust.
- Never touch in a manner that may be construed as sexually suggestive.

- Avoid touching a YP between the navel and the knees.
- Never carry a YP piggy-back, or on your shoulders.
- Never kiss a YP, or give (or receive) a massage.
- Never place hands beneath a YP's clothing to play, rub or comfort.
- Never tickle, participate in 'horse-play' or wrestle with a YP.

Do not force physical contact, touch or affection on a reluctant YP. A YP's preference *not* to be touched must be respected.

Physical affection should occur only in observable locations or when in the presence of other staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

Staff members and volunteers are responsible for protecting YP under their supervision from inappropriate or unwanted touch by others, including other YP.

Inappropriate touch and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touch or display of affection should be immediately reported to a YP SGC or the Church Elders.

Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to a YP SGC or the Church Elders.

Electronic Communication

All communication with YP must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication should be readily available to share with church leadership or a parent.

TEXTING

Texting between staff members/volunteers and YP is permissible only as outlined below.

In general, texts should occur in 'group' form, whenever possible using. Though students may reply individually, make every effort to text in group form and encourage replies to the group. When possible, staff members and volunteers should send and receive texts using the *Irving Young People* GroupMe chat.

Prudent judgment must be used in the timing and content of texts. **Do not text before 7:00 am or after 10:00 pm** unless the texting occurs as part of a YP event activity.

Avoid discussion of ANY sexual topic via texts.

It is not permissible to text photos or videos to privately to a YP. Likewise, it is not permissible to request photos or videos from a student.

No one-to-one texting communication may occur with a YP of the opposite gender.

COMMUNICATION APPLICATIONS

While it is permissible for the YP Service Group to use applications that have messaging features such as GroupMe and WhatsApp, the use of such applications is permissible only as outlined below.

It is not permissible for staff members to use personal accounts to direct message YP. All group and direct messaging to/from students should be above reproach, available for YP SGC access and originate from the group chats commonly used by the YP Service Group – not a personal account.

In the event a YP direct messages a staff member's personal account, the staff member will transfer the thread to the group chat if a reply is necessary. All YP will be counseled to direct communication to the group chats.

Staff members and volunteers should avoid discussion of ANY sexual topic via social media.

It is not permissible for staff members or volunteers to privately send photos or videos to a YP, or to request photos or videos from a YP.

Staff members and volunteers may not comment or reply to a student's post that is inappropriate or questionable.

All interactions should be above reproach and reflect the integrity and values of the CII.

Staff members and volunteers may not post inappropriate or off-color content, or comment on inappropriate or off-color posts. When in doubt, treat a post as inappropriate.

No one-to-one social media communication may occur with a student of the opposite gender.

The use of Snapchat (or other similar applications designed for communication to disappear) with students is not permitted.

Applications that allow anonymous messaging are not permissible.

'HOOK-UP' APPLICATIONS

Though the use of dating applications is commonplace and acceptable, staff members and volunteers are prohibited from participating in applications intended to facilitate sexual encounters.

PERSONAL SOCIAL MEDIA

Staff members and volunteers must maintain a high moral standard in social media presence. Inappropriate social media content may be a basis for suspension from participation in YP service at CII. Please be cautious about the content of the posts on your personal social media. Please ensure that photos or videos posted on social media reflect CII guidelines related to alcohol, tobacco and modesty (dress, posture and content).

Tobacco Use

CII requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of YP or their parents, or during CII activities or programs, whether on campus or away. CII is a tobacco-free facility.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any CII facility, while traveling with YP, or while working with or supervising YP during any CII program or activity.

Nudity

Staff members and volunteers in CII YP Service Group should never be nude in the presence of YP. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e., changing clothes during a pool party, weekend or overnight retreat, etc.), a staff member/volunteer will submit a plan to the Church Elders concerning arrangements for showering or changing clothes.

Physical Appearance

Please dress in modest, comfortable attire. Please do not wear thin-strapped shirts or low cut shirts while serving. First impressions are important; please take this into consideration while serving. Please:

- No revealing swimsuits
- No revealing/form-fitting clothes
- No shirts with low necklines or that show midriff
- No short dresses, skirts or shorts

Medication

Do not administer medication of any kind to any child while serving in children's service programs, including over the counter drugs.

Transportation

Staff members and volunteers may, from time to time, be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

- YP should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
- Staff members and volunteers should avoid transportation circumstances that leave only one YP in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- Absent an emergency, **cell phones may not be used by drivers** while transporting minors (other than navigation applications for directions). In an emergency, stop the vehicle to use the cell phone, unless a stop cannot safely occur. Texting or other cell phone use is strictly prohibited while driving.
- No drivers under age 25 may drive CII owned or rented vehicles.
- In transportation, the TWO ADULT RULE or *RULE OF THREE* must be followed.
- Transport only the number of YP for whom you have seatbelts.
- Seatbelts should be worn at all times while in the vehicle.
- No one should be double-buckled.
- Use extra caution when driving YP.

Out-of-Program Contact with YP

MyChurch safety standards established to protect YP and ensure healthy relationships should be respected outside ministry programs as well. In addition to meeting and events safety standards, the following policies should be respected in all interactions with YP occurring outside of YP meeting and event programs.

- Never be alone with a minor in an unobserved context or location.
- Limit connections by gender. Do not initiate or maintain contact with YP of the opposite gender.
- Any dating or sexual relationship of any kind with a minor is strictly prohibited.
- Never spend the night at a YP's home or invite a YP to spend the night at your home.
- Do not spend the night in an 'away' location with any YP (vacation, etc.).

Planning Group Events

When planning a group event outside of regular programming, volunteer leaders should keep parents and staff members informed of details and abide by CII policies. Some events may require a release form.

OVERNIGHT EVENTS

Some YP Service Group activities/events require overnight sleeping arrangements for children, staff members and volunteers (i.e., Truth School, conferences, trips, etc.). All programmed overnights must be approved by the Church Elders and receive permission from parents. No overnights are allowed on CII property unless part of a church-sponsored event.

No overnight between any church staff member or volunteer and an *unrelated* minor may occur in any context. If pre-existing family relationships exist wherein overnights may occur between 'family friends', these relationships must be communicated to a YP SGC.

For each overnight event, YP Service Group members must create a child safety plan that will supplement this policy document to provide specific child protection steps unique to the event (activity, travel, location, other groups present).

Statement of Acknowledgement and Agreement

I have received and read a copy of CII's YP Service Group Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at CII.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by CII.

I have reviewed the duties listed in my service group description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at CII at any time (if possible, I will provide two weeks' notice to a YP SGC).

I acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between CII and me. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of the CII Policies and Procedures manual.

Staff member or volunteer name (please print)

Staff member or volunteer signature

Date

*This page is to remain attached to the CII YP Service Group
Policies and Procedures.*

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I acknowledge receipt of the CII Policies and Procedures manual.

Staff member or volunteer name (please print)

Staff member or volunteer signature

Date

This page is to be signed, detached, and delivered to the Service Group Coordinator.