

IMPORTANT: *Good News Club* Start/Restart Policies and Procedures

Hi *GNC* Team Leader,

I would like to personally thank you for your faithful service to our Lord Jesus and His call to reach the children of New River Area Chapter. I will be praying for you and your team as you now prepare for another *GNC* season. If our office administration team can be of any help, please contact us.

Just a few reminders and helps as you begin preparing for the start/restart of your *GNC*:



- 1) Please contact your County Coordinator or the office team **four weeks** prior to your desired start date to begin the paperwork for your school.
 - a. This paperwork includes:
 - School Based Information Sheet
 - ALL** workers Child Protection Policy (**version 3.0**) forms and Worker's Annual Compliance Agreement. (See Child Protection Policy Procedures below)
 - b. To avoid delaying your desired start/restart date, **ALL** of these forms must be submitted to your County Coordinator/*CEF* office **two weeks prior** to your desired date. This will enable our office to complete the background checks, complete the office paperwork, and your County Coordinator can contact and setup club details with the school administration. Once all of this has been accomplished, then we can release your registration forms for your school children to be distributed.
- 2) Ideally, your County Coordinator and *CEF* office team would be glad to have a Policy and Procedures meeting with your full team **three weeks prior** to desired start/restart date. We are glad to assist you with the process. Please contact us early so we can schedule this meeting and guide you through this process.

Below is a review and reminder of the Child Protection Policy steps and requirements.

Child Protection Policy Annual Procedures:

IMPORTANT NOTICE: Our *CEF* national office updated our Child Protection Policy in 2016, if you have **any Child Protection Policy Forms that is not version 3.0, please discard all of those forms.** I have attached all new forms that are version 3.0 for a new master copy you can use to make additional copies for your team.

ALL *GNC*™ TEACHERS AND HELPERS: Everyone involved with children through the *Good News Club* program must annually view the *Protecting Today's Child* Presentation video. **By annually signing the Worker's Compliance Agreement, they are agreeing**

they have reviewed this presentation. Each teacher receives a copy of the attached Policy for their future reference

ANY RETURNING TEACHERS AND HELPERS: Anyone in your club who is still within the five-year service will only need to re-sign the attached annual Worker's Compliance Agreement/Statement of Faith (version 3.0) and review the *Protecting Today's Child* presentation. (*Attachment entitled "Worker's Agreement"*)

ANY NEW, INACTIVE, OR 5 YEAR TEACHERS AND HELPERS: Anyone who is joining your team this year; including: 1) for the first time, 2) has not been actively involved within the last year, or 3) due for their five-year rescreening will need to complete the Confidential Screening Form (version 3.0). These GNC team members will need to arrange an appointment through the CEF office to complete the full child protection process and view the *Protecting Today's Child* presentation. Policy forms attached can be printed, completed, and must be returned to our CEF office at least one week prior to ministry. (*Attachment entitled "Confidential Screening Form"*). Also, the Child Protection Policy interview will need to be conducted. Please contact the office (304.253.4554) to make arrangements for this interview. The office will be glad to set up an appointment for your full GNC team either here at the office or at your choice of location.

All completed and signed forms must be submitted to the CEF office before Child Protection ID badges can be issued

ID Badges need to be worn during each *Good News Club* function.

Expiration Dates: Lead teachers, be alert to the expiration date on the Child Protection ID badge for your *Good News Club* team. (NOTE: Earlier GNC badges do not display expiration dates, so the CEF office will inform you when those badges have expired. Badges issued since 2013 will display expiration dates.)

Please contact the CEF office with questions and concerns. Thank you for helping to protect the children and the ministry of *Child Evangelism Fellowship*®.

Investing Jesus Christ in the lives of Children,
Mark 10:14-15
John Camp, Jr

Office Ph: 304.253.4554 or 877.382.9436
Personal Text/Cell: 304.573.9030
Email: CEFNewRiverJohn@aol.com
Website: www.cefnewriver.org

