

Here are more details about the application process. The full process is detailed [here](#)

Step 1: Minute from Monthly Meeting

The prospective applicant must have been involved with their Quaker Meeting as a member or an active attendee for at least six months. They request a Meeting Minute of approval to work with the SAYF program. Email the minute to SAYF Administrator: awesomesayfers@gmail.com. To attend a SAYF retreat to test your leading before getting the Minute, have a Meeting Member send a recommendation or letter of introduction to the Lead FAN for their approval.

Step 2: Application Form

Before attending a second retreat, the applicant completes the [SAYF Child Youth Worker Form](#) that asks for contact information, references, and whether or not the applicant has a criminal record (which is not in itself cause for rejection). The applicant's information from the application form enters into the SAYF Background Check database and sends the application to the Steering Committee.

Step 3: Reference Check

A Steering Committee member will complete reference checks.

If information from the references raises uncertainties about the application that seem to warrant gathering more background information, the application will be considered by the full steering committee. If either of the two references is not willing or able to recommend the applicant, or if information gained from references is strong or disturbing enough that the Steerer who is conducting the reference check does not feel comfortable recommending the applicant, the application is declined.

Step 4: Criminal Record and Driving History Background Check The SAYF Administrator will initiate the ESR background check process consisting of an interstate criminal records + driving history check. The Administrator first sends an email to the applicant explaining the background check process. Then the applicant receives an ESR email with a link to complete the secure online form. The applicant has 14 days to complete this online form, which should take no longer than 30 minutes.

Step 5: Application Review by SAYF Steering Committee The SAYF Steering Committee is notified by the Administrator that the applicant has completed ESR, with any relevant notes. Time is allowed for Steering members to voice any concerns about the applicant. It is the responsibility of the Steering Committee Clerk to give final approval of the application. The Administrator should be notified of the decision by email within 5 days of the review.

Accepted Applicant:

Once Steering approval has been given, the Administrator contacts the applicant to inform him/her that he/she is accepted as a volunteer with SAYMA youth.

FAN Training

SAYF's goal is that all FANs will participate in a 2-hour online FAN training. The applicant will be sent a packet that includes the FAN Training material and SAYF Calendar. Ideally the new FAN will also be matched with a mentor at their first retreat. The SAYF Steering Volunteer Coordinator will follow up with them to find out special skills and give them information about upcoming retreats and volunteer opportunities.

(Revised 10-21)