



Job's Daughters International

Certified Adult Volunteer Trainer

Application

The role of a Certified Adult Volunteer Trainer (CAVT) is to train CAV applicants according to JDI standards and certify that they have been fully briefed on the JDI Youth Protection Policies and Guidelines. A CAVT is an officially recognized trainer for the JDI Youth Protection Program and has been issued and instructed on the officially recognized training materials.

There are some basic qualifications that are required in a CAVT and are a few things to consider before applying to be a Certified Adult Volunteer Trainer:

- Only a Certified Adult Volunteer (CAV) may apply to be a trainer
- Must be well versed in the CAV class materials
- Be comfortable speaking about difficult topics in front of strangers.
- Have some background experience or knowledge of working with adolescents.
- Able to answer questions from trainees about JDI structure and the JDI Youth Protection Program, including issues faced by youth (abuse, neglect, mental health, alcohol, drugs, internet safety, etc)

Note: While we have information about all these issues in our training manual and can train a CAVT on all these things, questions will arise from class participants that a CAVT needs to be comfortable answering. Having been a member of Job's Daughters, in and of itself doesn't qualify someone to be a CAVT. It doesn't mean they are excluded of course, it just means an applicant needs to consider what other qualifications and/or experiences they have that enrich that wonderful life experience. This is why we ask questions about education background, work experiences, etc.

The process to become a CAVT is as follows:

- Be a CAV
- Application made using the CAVT Application Form YPP 003
- Monitoring of a CAV class conducted by another CAVT
- An Interview conducted by the Executive Manager or another CAVT
- Training two 'try out' sections at a CAV Class and monitored by another CAVT
- Attendance at a CAVT Training class
- Conducting an CAV Class with an assigned CAVT monitor in attendance
- A CAVT card will be issued by the Executive Manager upon successful completion of this process

To retain status as a trainer a CAVT must:

- Maintain continual CAV status
- Re-certify/renew their CAVT status every five years
- Conduct a minimum of five trainings during the above referenced five years
- Not schedule classes on their own, CAV classes are scheduled through a designated CAV class coordinator.

Please note, the JDI Board of Trustees reserves the right to revoke a CAVT's training credentials at any time.

Thank you for taking the time to consider becoming a CAVT, we appreciate the willingness to strengthen our Order by strengthening its adult support.

Please Type or Print **legibly**. Pencil entries cannot be accepted. If you need space for further information, please use the back of the form or attach a separate sheet.

Personal Data

1. Name: _____
(Last) (First) (Middle Name – not just the initial)
2. Address: _____
City: _____ State/Prov: _____ Zip/Postal Code: _____
Home Phone: _____ Work Phone (or daytime number) _____
E-mail address: _____
3. CAV # _____ Date of current CAV expiration _____
4. Current Title(s) in BGC / JGC / GGC / SGC: _____
5. Length of time as an **adult** volunteer in Job's Daughters in any capacity: _____
6. Please list the **adult** JDI offices you have held and committees you have worked on (attach separate form if necessary):

Education/Occupation/Life Experiences

7. Have you ever been a presenter/trainer (in any capacity) before? Yes _____ No _____
If Yes, please list your background in this area: _____

8. List anything in your educational background that will prove useful in your capacity as a CAVT:

9. What is your current occupation? _____
10. List any other experiences which would aid you in your role as a CAVT: _____

11. What is your motivation to become a CAVT? _____

Reference Profile

List three people who have known you for at least 5 years and can give an opinion as to your potential to be a trainer. None of these individuals may be a member of your immediate or extended family. At least two must be associated with Job's Daughters.

Name: _____ Relationship to applicant: _____

Job's Daughters affiliation (if any): _____

Street: _____

City / State/Prov. / Zip/Postal Code: _____

Phone Number: (_____) _____

Name: _____ Relationship to applicant: _____

Job's Daughters affiliation (if any): _____

Street: _____

City / State/Prov. / Zip/Postal Code: _____

Phone Number: (_____) _____

Name: _____ Relationship to applicant: _____

Job's Daughters affiliation (if any): _____

Street: _____

City / State/Prov. / Zip/Postal Code: _____

Phone Number: (_____) _____

Application Acknowledgement

Please initial each line signifying that you acknowledge each statement.

_____ I understand that in my role as a CAVT I am governed by the Constitution and Bylaws of JDI, the Rules & Regulations of my GGC / JGC / BGC and the Youth Protection Program.

_____ I understand that JDI is a volunteer organization and that my service as a CAVT is not a paid position and that expenses may not be reimbursed.

- _____ I understand that I must continually maintain my CAV status.
- _____ I understand that only the official JDI Youth Protection Program and Policy materials and forms may be used and that no part of the CAV class training materials may be altered or skipped.
- _____ I understand that to maintain my CAVT status I must conduct a minimum of five trainings within the five year period of my receiving my CAVT training credentials.
- _____ I understand the process to become a CAVT.
- _____ I understand that it is my responsibility to provide the original JDI CAV Class Attendance Register (YPP 004) to the Executive Manager of JDI and all class feedback forms to the designated CAV class coordinator within 7 days of the class.
- _____ I understand that I will not accept, or allow others to accept, CAV applications or CAV application fees from training attendees.
- _____ I understand that I will not schedule any JDI CAV classes on my own, instead I will coordinate with the designated CAV class coordinator.

By placement of my signature on the Certified Adult Volunteer Trainer Application, I acknowledge my understanding of the JDI Youth Protection Program and Policy. I affirm on my honor that the information on this form is true and correct.

Signature: _____ **Date:** _____

Please Note:

The CAVT application fee is \$25.00 in US Funds must accompany this application:

US Applicants:

- A U.S. Funds check for \$25.00 and made payable to “Job’s Daughters International”

Canadian and Queensland Applicants:

- International money order in US Funds for \$25.00 and payable to “Job’s Daughters International” OR
- Credit card information provided below

Credit Card Information for Canadian and Queensland Applicants

MasterCard or Visa (Circle One) Credit Card Number _____

Name as it appears on Card (Print) _____

Expiration Date of Card _____

Signature _____

Mail your Application and payment to:

**Job’s Daughters International
233 W. 6th Street
Papillion, NE, USA 68046**