

Job's Daughters International Youth Protection Program

Instruction Manual
For
Grand Guardians, Vice Grand Guardians,
Supreme Deputies and CAV Administrators



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JOB'S DAUGHTERS INTERNATIONAL
UNITED STATES YOUTH PROTECTION PROGRAM
INSTRUCTION MANUAL
FOR
GRAND GUARDIANS, VICE GRAND GUARDIANS,
SUPREME DEPUTIES and CAV ADMINISTRATORS

This document is part of the Job's Daughters International Youth Protection Program and as such is an official corporate policy administered by the JDI Board of Trustees. Each role described in this instruction manual has duties and responsibilities assigned. Failure to act on these duties and responsibilities may result in disciplinary action by the JDI Board of Trustees including possible suspension or revocation of CAV status.

I. Grand Guardian

A. Duties

1. Make sure all adults have CAV status prior to participating in any adult leadership position. (Bethel Guardian Council, Grand Officers, Grand Committees, Grand Bethel etc.)
2. Appoint a CAV Administrator and send the name to the Executive Manager and Regional CAV Class Coordinator. If any changes occur be sure to notify the Executive Manager and Regional CAV Class Coordinator.
3. See that CAV trainings are scheduled.

B. Responsibilities

1. Each month, immediately upon receipt of the CAV list from the Supreme office:
 - a. Thoroughly check for those adults who have lost their CAV status (expired, suspended, revoked, or Non-Sufficient (NSF).
 - b. Make note of each CAV who will expire before the next CAV list is issued and check with those individuals on the date of their expiration to obtain proof that their CAV status has been renewed.
2. **Immediately** remove any adults who have lost their CAV status from participating in any adult leadership position. (Bethel Guardian Council, Grand Officers, Grand Committees, Grand Bethel etc.)

- a. Immediately make a phone call or send an email notifying the person that their CAV status is not valid and thus they are removed from any leadership position.
 - b. Follow up by sending a letter to the adult whose CAV has expired that he/she has been removed from their adult leadership position and cannot serve until they have taken the CAV training again, applied to be a CAV and received their new CAV card. Send a copy of the letter and the return receipt to the Grand Secretary for the permanent file. (See Example A)
 - c. **Send letter via certified mail with return receipt. This will protect you.**
 - d. Send a letter or email to the Bethel Guardian and/or Guardian Secretary informing them that said person no longer has CAV status and has been removed from all positions of adult leadership. (See Example B)
3. Make sure that all approved CAV trainings are announced and advertised.
 4. Work with the CAV administrator to ensure that renewal reminders are being made.

II. Vice Grand Guardian

A. Responsibilities

1. Verify the CAV status of all adults prior to appointing them to any leadership position. (Bethel Guardian Council, Grand Officers, Grand Committees etc.)
2. Notify any non-CAVs who want to serve on a BGC or the GGC of upcoming CAV classes.

III. Supreme Deputy/CAV Administrator

A. Responsibilities

1. Work with the Grand Guardian (Supreme Deputies work with jurisdictions and Supreme Guardian) on CAV renewal and class matters.
2. Each month, immediately upon receipt, thoroughly check the CAV list for those adults who have lost their CAV status and notify the Grand Guardian.
3. Check the CAV list to see whose CAV training will expire in the next 2 months and send an email or written notice to remind them that they need to complete their application and send it to the Supreme Office with payment. (You can sort this by the column titled 'Training Date')
4. Check the CAV list for those whose CAV status will expire in the next 90 days and send an email or written notice with link to CAV renewal form on www.jobsdaughtersinternational.org. (See Example C)

5. Check to see if those that received notice 90 days in advance need a second reminder notice. Send another email or written notice that they need to renew 30 days before the expiration date. (See Example D)
6. Also, send a notice to the BG letting her know that one of her adult leader's CAV will expire on the specific date.
7. Work with the Regional CAV Class Coordinator, Grand Guardian and Vice Grand Guardian to schedule upcoming CAV trainings. The Regional CAV Class Coordinator will assign a CAVT. Make sure that copies are made and a bill sent to the proper person for reimbursement. Handle the class enrollment or work with the person in charge of the class enrollment.
8. Be sure that notifications are sent to the Bethels stating when and where CAV training will be held.

EXAMPLE LETTERS

Example Letter A - Removal from office

[date]

[name of person]

[address]

Dear [name]

I regret to inform you that I must remove you from your adult leadership position(s) [list all positions] immediately due to your failure to renew your CAV. In order to continue to serve our Daughters you will have to take a CAV class and submit a new application. If you have any questions you may contact me.

Fraternally,

[name]

Grand Guardian

Example Letter B – Letter to BGC

[date]

Bethel Guardian Council

Bethel No. [number and location]

[address]

Dear [name]

I regret to inform you; that [name and title of person] has been removed from their adult leadership position(s) [list all positions] due to their failure to renew their CAV. This person's name must be removed from the Roll Call, turn over all Bethel property, be removed from all financial accounts of the Bethel and [he/she] is no longer to serve in any adult leadership position (including chaperoning) until their CAV status is reinstated.

Fraternally,

[name]

Grand Guardian

Example C – Renewal Reminder

Greetings,

As CAV Administrator for [state/province], it is my duty to notify you that your CAV will expire on [insert date]. You should renew as soon as possible, your renewal date will stay the same. You may renew 90 days in advance and must renew 30 days in advance. The renewal form may be found at www.jobsdaughtersinternational.org. If you do not renew 30 days before your expiration date you may lose your CAV status. This means that you will have to begin the process to become a CAV over again starting with taking the CAV class.

If you have questions or need your CAV number please let me know.

I would appreciate it if you would let me know that you received this notice.

[name]

CAV Administrator for [State/Province]

EXAMPLE D – 2nd Notice Renewal Reminder

Greetings,

This is your second notice.

As CAV Administrator for [state/province], it is my duty to notify you that your CAV will expire on [insert date]. You need to renew immediately, your renewal date will stay the same. The renewal form may be found at www.jobsdaughtersinternational.org. If you do not renew on time you may lose your CAV status and then it will be necessary for you to start the process of becoming a CAV over again starting with a CAV training. Please remember, you cannot serve in any adult leadership position without a current CAV card.

If you have questions or need your CAV number please let me know.

I would appreciate it if you would let me know that you received this notice.

[name]

CAV Administrator for [State/Province]