# Class A Volunteer Registration How to Guide





### **Contact Information**



### **State Headquarters**

2310 Crossroads Drive, Suite 1000

Madison, WI 53718

(608) 222-1324

### **Regional Offices**

Appleton

Madison

Mequon

Racine

**Stevens Point** 

### Follow Us!

Facebook.com/SpecialOlympicsWisconsin Twitter.com/SOWisconsin Instagram.com/SOWisconsin Flickr.com/SpecialOlympicsWisconsin YouTube.com/SOWisconsin

"I'm very happy to accomplish all the things I want to do in life. As a Global Messenger, I want to tell the athletes "you have a voice and you can use that voice to be heard."

- Athlete and Global Messenger, Zachary Reetz

# Table of Contents



- 1. Protective Behaviors
- 2. <u>Class A Application</u>
- 3. <u>Background Check</u>



 To begin the training, click on "open the Special Olympics Learning Portal"

### **Protective Behaviors**

f 🔰 G+ 🛅 📾

**Welcome!** Thank you for being a part of the Special Olympics family. It is through the caring, concern and talents of all our athletes, families, and volunteers that Special Olympics has become one of the most respected sports programs in the world.

Your participation in the Protective Behaviors Training Program is just one more way that you demonstrate your dedication. This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partners, etc). The Protective Behaviors Training Program is training aimed at preventing sexual abuse against Special Olympics athletes, as well as, ensuring the athletes' protection.

Please review the following instructions and information for completing Protective Behaviors Training Program Thank you!

### INSTRUCTIONS

**STEP 1:** Open the Special Olympics Learning Portal

Please note: The recommended browser is the latest versions of Mozilla Firefox & Google Chrome or Internet Explore 10 or above



- If you have already created an account, log in with your email and password (<u>skip</u> <u>ahead</u>)
- If you have not yet created an account, click "don't have an account? Create one"

SPE	CIAL OLYMPICS LEARNING PORTAL
Pleas	e enter your Email and password to login:
	Martin Contraction
	Email
	Password
Ý	Login
	Forgot Password
	Don't have an account? Create one
×.	Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version.







 Click "done" and log in to the email address you previously entered

### NEW USER REGISTRATION

Thank You, you will receive your temporary login password via your email. Once received, please enter the site. You will be able to change your password through the Profile.

### Welcome to Special Olympics!

Hi Kellie,

Done

Special Olympics is using Okta to manage access to web applications.

Your system administrator has created a Special Olympics user account for you.

Click the following link to activate your Special Olympics account:

Activate Special Olympics Account

This link expires in 30 days.

 Once logged in to your email, find the email sent from Special Olympics and click "Activate Special Olympics Account"



• Create your password and choose a security image

Click on the SO Learning Portal





•	Click "Play"		IING	♥ ALL ▼     BY RECENT ▼     IIII     Q		
		$\bigcirc$	Protective Behaviors This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partners, etc). The Protective Behaviors Training Progr	Expires On	0/0 Credit Hrs	
		PLAY	LEARNING MATERIAL ASSIGNED		Not Started	0%

### • Click the play symbol 🔪

		(B)		
Protective Behaviors				
OVERVIEW CONVERSATIONS	ANNOUNCEMENTS			
This training is for all Class A Volur LEARNING MATERIAL ASSIGNED Starts On	nteers within Special Olympics (exampl	le: Coaches, Unified Parte See	more Creaturs	Not Started
30-May-2019 09:30	-	05-Jun-2019 19:22	0/0	0%
Protective Behaviors SCORM 12 Content		Last Accessed	Attempts -	Not Started

A new box should appear with the • training. Click "Begin Training" -

Click 'next' as you go through and • complete the training

10





 Complete the pre-quiz and click 'submit' in the bottom corner. Repeat for all questions.



• Click 'submit' upon completing the final quiz

By clicking submit you are confirming that you have read and understand the information presented in this program.









Once you click submit, the results are sent to the SOWI State office. You will
receive a confirmation email and you will also be able to click and download a
certificate

Protective Behaviors										
OVERVIEW CONVERSATIONS	ANNOUNCEMENTS									
This training is for all Class A Volunteers within Special Olympics (example: Coaches, Unified Partn See more										
Starts On <b>30-May-2019 09:30</b>	Ends On	Last Accessed 05-Jun-2019 19:23	Credit Hrs <b>0/0</b>	Completed 100%						
Protective Behaviors										
Protective Behaviors SCORM 1.2 Content	;	Last Accessed 05-Jun-2019 19:3	Attempts 3 -	Completed						



### Q. How do I know my quiz was submitted A. You will receive a confirmation email and a certificate

### Q. What do I need to do now?

A. We recommend you print the certificates for your records, but the results will be sent directly to the State Office

### Q. When do I need to complete the training again?

A. The training must be completed every three years

Q. What if I share an email with someone who needs to complete the training? A. If the user shares an email and both need to take the training, a new email must be used. Only 1 profile per login



### • To begin, click on "Submit the Class A Volunteer Application online"

### **Class A Volunteer Application Process**

Thank you for your interest in volunteering for Special Olympics Wisconsin (SOWI) and wanting to make a difference in the lives of the nearly 10,000 athletes our program serves! By completing this volunteer application process and becoming a Class A Volunteer, you will assist SOWI in providing a safe and quality environment for Special Olympics athletes to train and compete.

#### These steps are to be completed only by individuals who are classified as Class A volunteers.

Once approved, Class A volunteers will receive a letter with their volunteer card. Please allow up to two weeks for processing of volunteer applications.

### To Become a Class A Volunteer (for individuals 18 or older):

### <u>Complete the online Protective Behaviors training and test</u>

2. Submit the Class A Volunteer Application online. F ease ensure you have the following

information to complete the form:

- 1. Date of Protective Behaviors test completion.
- Agency Number/Young Athletes Number/UCS Number; it should be in the form of #-## (ex. 6-12). You MUST include an accurate Agency Number for your application to be processed; if you have not yet connected with an Agency or are unsure of your Agency Number please contact your local Athletic Director.
- Copy of photo identification (driver's license, passport, school ID, or state issued ID; driver's license must be provided if you will be driving in your volunteer capacity).

### 3. Complete an order for a background check through Sterling Volunteers

ALL STEPS MUST BE COMPLETED FOR A VOLUNTEER APPLICATION TO BE PROCESSED. If you encounter issues with the Protective Behaviors training and test, please contact learn@specialolympics.org. If you encounter issues with the background check process, please contact Sterling Volunteers at 855-326-1860, Option 3 or TheAdvocates@sterlingvolunteers.com.



 The Class A Application is broken into 5 sections. Section One is General Information including name, address, birthdate, etc. Please complete all required fields
 Class A Volunteer Form

\_\_\_\_\_

Home > Get Involved > Volunteer > Class A Volunteers > Class A Volunteer Form

John	
First Name: (required)	
Doe	
Middle Initial: (required)	
f no middle initial, please put N/A	
Home Address: (required)	



Stay Connected!



Follow Us!



City (required)

1



 Section Two is related to your Special Olympics Involvement. This section will ask for the Agency Number that you will be volunteering for. If you do not know, please contact <u>your local Athletic Director</u>

### Section Two - Special Olympics Involvement

### I have completed the online Protective Behaviors Training on: (required) Date Format: MM slash DD slash YYYY 01/01/2020 Protective Behaviors Training Please enter Agency Number/YA Number/UCS Number: (required) 1-00 4 of 5 max characters You MUST include an accurate Agency Number for your application to be processed. It should be in the form of #-## (ex. 6-12). If unsure of your Agency Number please contact your local Athletic Director (contact information available at Regions webpage) Please check your volunteer category: (required) Parent/Guardian Staff Intern Board of Directors Athlete Unified Partner Volunteer Coach/Chaperone

Year you began volunteer service for Special Olympics Wisconsin, if volunteered previously:



- Section Three references the screening information. Here, you will need to upload a photo ID. Please note: candid photos and selfies are not an acceptable form of a photo ID. To upload your photo ID, you can utilize one of the following ways:
  - Scan the ID and upload the pdf.
  - Take a picture of ID and upload the image
  - Upload any image (it's a required field) and email or mail in a photocopy of the idea.





- If you are having difficulty, or unable to upload your photo ID, please email your photo ID to <u>ClassA@specialolympicswisconsin.org</u>
- Proceed to answer the remainder of the questions.

### Section Three - Screening Information

#### Photo ID: (required)

Choose File No file chosen

Accepted file types: pdf, png, jpg, gif. ID must be one of the following: state driver's license or state-issued ID, passport, student ID with photo, or military ID. Candid photos are not an acceptable form of photo ID.

### All five questions below must be answered truthfully or you will be automatically disqualified

Do you use illegal drugs? (required)

- Yes
- 🔍 No

Have you ever been convicted of a criminal offense? (required)

- Yes
- No

Have you ever been charged with neglect, abuse, assault, sexual assault or crimes involving violence or threat of violence? (*required*)

- Yes
- No

Has your driver's license ever been suspended or revoked in any state? (required)



The last section, Section
 Four, discusses the
 volunteer agreement and
 requires you to agree to
 the terms and conditions
 as well as the Special
 Olympics Wisconsin Code
 of Conduct.

### Section Four - Volunteer Agreement and Release

PLEASE READ CAREFULLY BEFORE SIGNING:

I hereby understand and/or confirm the following:

- The information provided above may be verified by SOWI at its sole discretion, and permission is given to SOWI to conduct a check of criminal and/or driver's license records, and to make inquiry of others concerning the applicant's suitability to be a volunteer at any time during my volunteer service with SOWI;
- I release SOWI from any and all liability which may be incurred as a result of the volunteer screening process;
- I acknowledge that I will be using facilities at my own risk and I, on my own behalf, hereby release, discharge and indemnify SOWI from all liability for injury to person or damage to my property;
- In the course of volunteering for SOWI, I may be dealing with confidential information and I agree to keep said information in the strictest confidence;
- The relationship between SOWI and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or SOWI;
- I grant SOWI permission to use my likeness, voice and words in television, radio, video, social media or in any form to promote activities of SOWI;
- I am responsible for informing SOWI of any changes to the information contained on this application;
- I have read and understand the Volunteer Code of Conduct.



• After agreeing, you must include an electronic signature.

By signing this form I agree to all of the terms and condition applied as well as confirm my own identity *(required)* 

Yes

🔍 No

I have read and agree to the Special Olympics Wisconsin Code of Conduct (required)

Yes

No

Volunteer Code of Conduct





Date (required)

1/1/2020

Date Format: MM slash DD slash YYYY



 When finished agreeing to the code of conduct and including your electronic signature, you must read the Equal Opportunity Disclosure. After doing so, select that you have read the disclosure, and click Submit to complete your Class A Volunteer Application

Special Olympics Wisconsin is an equal opportunity volunteer organization and will not discriminate on the basis of race, color, religion, gender, or national origin. Gender is requested solely for the purpose of conducting driver's license and criminal records checks. Strict confidentiality is maintained with all information given.

### Please read the Equal Opportunity Disclosure (required)

I have read the Equal Opportunity Disclosure

۲

Submit



- Special Olympics Incorporated Volunteer Screening Policy requires SOWI to perform criminal background checks on all new and currently registered adult Class A volunteers. SOWI is required to use an Special Olympics, Inc. approved national vendor who uses a national database that includes the sex offender registry for each state in which the sex offender registry is available.
- Class A volunteers ages 18+ are required to complete the background check every three years
- This is an online component through Sterling Volunteers



### To begin, click on "Complete an order for a background check through Sterling Volunteers"

### **Class A Volunteer Application Process**

Thank you for your interest in volunteering for Special Olympics Wisconsin (SOWI) and wanting to make a difference in the lives of the nearly 10,000 athletes our program serves! By completing this volunteer application process and becoming a Class A Volunteer, you will assist SOWI in providing a safe and quality environment for Special Olympics athletes to train and compete.

#### These steps are to be completed only by individuals who are classified as Class A volunteers.

Once approved, Class A volunteers will receive a letter with their volunteer card. Please allow up to two weeks for processing of volunteer applications.

#### To Become a Class A Volunteer (for individuals 18 or older):

- 1. Complete the online Protective Behaviors training and test
- Submit the Class A Volunteer Application online. Please ensure you have the following information to complete the form:
  - 1. Date of Protective Behaviors test completion.
  - Agency Number/Young Athletes Number/UCS Number; it should be in the form of #-## (ex. 6-12). You MUST include an accurate Agency Number for your application to be processed; if you have not yet connected with an Agency or are unsure of your Agency Number please contact your local Athletic Director.
  - Copy of photo identification (driver's license, passport, school ID, or state issued ID; driver's license must be provided if you will be driving in your volunteer capacity).

### Complete an order for a background check through Sterling Volunteers

ALL STEPS MUST BE COMPLETED FOR A VOLUNTEER APPLICATION TO BE PROCESSED. If you encounter issues with the Protective Behaviors training and test, please contact learn@specialolympics.org. If you encounter issues with the background check process, please contact Sterling Volunteers at 855-326-1860, Option 3 or TheAdvocates@sterlingvolunteers.com.



If you have already created an account, click "Click here to login"

About

Login

• If you have not yet created an account, begin filling out the fields below:

Blog

Get Support





Thank you for choosing to spend your time volunteering with us. Before we bring you on board, there's just one more step: your background check. We have chosen Sterling Volunteers as our background screening partner. In order to place your background check order, fill out the form on the right to register with Sterling Volunteers. Then you'll be able to order your check in just 4 easy steps (less than 5 minutes!). We'll get the results of your check back in a few days. Once we review it, the real fun can begin – volunteering! We look forward to having you on our team!

### **Register and Start Your Order**

Please create an account by filling in the fields below.

#### Already have an account? Click here to login

Username		
Email		
Password		
Confirm New Password		

Username & Password Requirements

Set up security questions now
 By checking this box, I accept and agree to comply with the Privacy
 Policy and Terms of Use posted on the Site.

Submit



• After logging in or registering for an account, you will begin the Background Check.

Scerling

	My Profile	About	Blog	Contact	FAQ	Logout	Get Verified			English 🗸
Begin Your Ba	ckground	Check								
Special Olymį check.	oics Wisconsii	n requires y	/ou to ha	ve a backg	round	Ste Thi 2-3 car	e <b>p 1 of 4</b> is short process sho minutes to enter y n get your order su	ould take you betwee your information so v bmitted.	en Ne	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	A V2 Advar you. Learn More Cost of Back Special Olyn	nced Criminal (ground Cheo mpics Wiscor	Locator Chr ck: \$10.00 nsin Will Pa	eck will be cor y: \$10.00	nducted on	[	WITH STERLIN INFORMA Learn more -	ng volunteers, your TION IS <b>SECURE</b>	]	
In areas where adm fees will be passed order process.	inistrative courts cha along and the amour	rge Sterling Vol t will be reflecte	unteers fees f d in the total	or access to info cost during Step	ormation, the 4 of the					



Below, you will be asked to enter your name. When doing so, please make sure to:

- · Enter your first, middle, and last name separately
- Enter your current legal name only. Nicknames or shortened names may cause errors and delays when processing your background check.



 Step One of the Background Check will require your personal information (name,, SSN, birthdate, etc). After filling in the fields, click Continue

YOUR FIRST NAME Learn More	
John	
YOUR MIDDLE NAME	
Jacob	
I don't have a middle name	
YOUR LAST NAME Learn More	
Doe	
Your Suffix	
Suffix	•
YOUR DATE OF BIRTH	1 1010
January	
YOUR SOCIAL SECURITY NUMBER	<u> </u>
123 45 789	
No SSN	Learn more >
CENDER	$\mathbf{N}$
Male	
CONTACT INFORMATION	



 Step Two will be asking questions related to your address including address lines and how long you have lived there. Please click on the box underneath "How long have you lived at this address?" to open the calendar and select a date. When finished, click Continue

Scerling Volunteers		
	My Profile About Blog Contact FAQ Logout Get Verified	English 🗸
	Begin Your Background Check	
	Your Current Address Step 2 of 4	
	111 State Street     Ok, you'le on to Step 2. Please continue to enter the information requested, then select	
	Address Line 2	
	Springfield With Sterling Volunteeks, your INFORMATION IS SECURE Learn more >	
	Wisconsin V United States V	
	53705	
	How long have you lived at this address?	
	8/2019 Present	
	Back	

Step Three will be the

acknowledgement and

disclosure. Please click all

the checkboxes and type

in your first and last

name, exactly how you

input them on Step 1.

When finished, please

click Continue `

### Scerling

My Profile About Blog Contact

🚟 English

#### Begin Your Background Check

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. Special Oympics Wisconsin is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

#### Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your application and background check. In electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's notices "A Summary of Your Rights Under the Fair Credit Reporting Act" and "Consumers Have a Right to a Security Freeze."
- I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Sterling Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report, By my signature below. I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, 855-326-1860, Option 3, www.sterlingvolunteers.com of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteerism/non-employee position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency. credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Sterling Volunteers and/or the organization itself and authorize Sterling Volunteers to provide such information to the organization. I agree that a facsimile("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.
  - understand that by typing my name where indicated below, I consent to the use of



John Values must equa Back

#### Step 3 of 4

FAO

You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

#### 🖨 Print Consent and Rights



٠



• The last page, Step 4 will confirm that your information is correct. If so, please click the associated check box. If the information is not correct, please click "Go Back & Edit".





 You will also see a page that asks for a donation to help cover the cost of the background check. Please note, the background check is free for the volunteer. The donation is optional.
 Please select whether or not you would like to cover the cost of the background check

cost of the background check and whether or not you would like to sign up for Fast-Pass. When finished, click Submit Order





 Once you click submit, the results are reviewed by Sterling Volunteers then sent to the SOWI State office. You will receive a confirmation page that shows that you have completed the background check





Q. How do I know my background check was submitted? A. You will receive a confirmation email

### Q. What do I need to do now?

A. We recommend you print the certificates for your records, but the results will be sent directly to the State Office

### Q. When do I need to complete the background check again?

A. The background check must be completed every three years

# Q. What if I share an email with someone who needs to complete the training?

A. If the user shares an email and both need to take the training, a new email must be used. Only 1 profile per login