



VOLUNTEER IMPACT PORTAL

FREMONT PRES

STEP-BY-STEP GUIDE TO APPLY ON THE VIP

1. **CREATE AN FCA ACCOUNT**
2. **AFTER LOGGING IN, YOUR SPECIFIC ROLE WILL APPEAR**
3. **CLICK “SELECT THIS ROLE” AND THEN APPLY**
4. **CLICK “RETURN TO DASHBOARD”**
 - a. All next steps are found at the top of your dashboard
5. **UPDATE PERSONAL INFORMATION/PICTURE**
6. **REFERENCES**
 - a. Provide name & email address for 4 references.
7. **CHRISTIAN COMMUNITY STATEMENT**
 - a. Read/Review/Respond to the FCA CCS.
 - b. Go “Back to Dashboard” when completed.
8. **COMPLETE SPIRITUAL PROFILE**
 - a. Go “Back to Dashboard” when completed.
9. **COMPLETE WAIVERS**
 - a. Adult Permission Waiver.
 - b. Anti-Hazing/Bullying Waiver.
 - c. Youth Protection Waiver.
 - d. Image & Likeness Release Waiver.
10. **BACKGROUND CHECK & LIVE SCAN**
 - a. A Background check form will be emailed to you by **ASURINT**.
 - b. Live Scan form will come from your FCA Staff member.
 - c. Once completed, expect up to 2 weeks for results.
 - d. While waiting on Background Check and Live Scan results, you may begin your **role specific mandatory trainings**.
11. **EXPECT A FOLLOW-UP CONVERSATION WITH YOUR FCA STAFF**
 - a. Follow-Up May Include: Application Responses and/or Background Check/FBI Live Scan Discrepancies.
12. **LASTLY, MAKE SURE TO FINISH ALL MANDATORY TRAININGS.**