

## FCA Role Application: Volunteer Impact Portal (VIP)

### Steps:

1. Click the [link](https://vip.fca.org/) and create an FCA account. <https://vip.fca.org/>
2. Use PERSONAL email for account (*NOT school email. Ideally you can use this same account for years to come.*)
3. Provide personal information.
4. Verify Email and Create Password.
5. Provide 4 personal references (*they will receive a 1-min emailed form they MUST complete so please communicate with them.*)
  - i. FCA Staff can be references if you know us/we know you.
    1. Andrew Draper – [adraper@fca.org](mailto:adraper@fca.org)
    2. Jonny Peterson = [jpeterson@fca.org](mailto:jpeterson@fca.org)
    3. Ellie Michaletz= [emichaletz@fca.org](mailto:emichaletz@fca.org)
    4. Find your local staff etc. <https://northlandfca.org/>
6. Respond to the FCA Christian Community Statement (CCS)
  - i. Read through this fully and ask if you have any questions or want to talk more about a section.
7. Answer Spiritual Profile Questions
  - i. These don't have to be long, but answer it thoroughly
8. Waivers & Policies
9. We get alerted, but it helps if you let key staff you are working with (Draper/JP/Ellie) know when you have finished to move the application along.
10. Once FCA Staff has approved your application, you will receive an email to begin your background check from 'noreply@rosterfy.co' through the organization "Asurint".
  - a. Check your email for a background check application from 'noreply@rosterfy.co' through the organization "Asurint".
  - b. If you don't see it, check your junk mail inbox (you can also search for their email)

- c. Asurint will then begin the review process. You will be given the option to pay for this yourself, please select to have FCA cover this cost.

11. To Officially Apply to a Role Click Here: [APPLY TO CAMP](#)

*You must choose the appropriate Role:*

----Camp Coach or Volunteer

----Huddle Leader

----Medical, Program, Worship Leader etc

12. The most important training session that all volunteers must complete is the **Child Abuse Prevention Training**. Unfortunately, it must be done in one sitting and takes approximately one hour.

- a. Another key training required of many roles (especially if you lead an FCA Huddle with your team or school) is the E3 overview. If you have completed this previously and it didn't follow your email to VIP let me know and I'll contact the support center.

13. On your dashboard, you should be able to see if you need to do anything more.

Click on "Journey Progress" to see what your next step is.

14. If you have completed everything, let me know and I can check on my end if there's anything else left for you to do!