



Job's Daughters International® Youth Protection Program

Instruction Manual for Supreme Guardian,
the JDI Board of Trustees,
Grand Guardians, Vice Grand Guardians,
Supreme Deputies and CAV Administrators

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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. Supreme Guardian

A. Duties

1. Ensure all elected and appointed officers and committees of the Supreme Guardian Council have CAV status prior to appointment or election.
2. Appoint a YPP Administrator at her discretion and notify JDI Board of Trustees and Executive Manager of appointment.

B. Responsibilities

1. **Note: these activities may be delegated by the Supreme Guardian;** however, she retains ultimate responsibility.
 - a. Each month, immediately upon receipt of the CAV list from the Supreme Office check for those individuals identified in A.1. above:
 - b. Thoroughly check for those adults who have lost their CAV status (expired, suspended, revoked, or Non-Sufficient (NSF)).
 - c. Make note of each person whose CAV will expire before the next CAV list is issued and check with those individuals prior to their expiration date to obtain proof that their CAV has been removed.
2. **Immediately** remove adults who have lost their CAV status from participating in any Supreme adult leadership position.
 - 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 Executive Manager 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, Committee Chairman, etc., as appropriate, informing them that said person no longer has CAV status and has been removed from all positions of adult leadership. (See Example B)
3. Work with the YPP Administrator to ensure that renewal reminders are being made.

II. Board of Trustees

A. Duties of the Chairman, JDI Board of Trustees

1. Ensure all elected members of the JDI Board of Trustees have CAV status prior to election.

B. Responsibilities (note: these activities may be delegated by the Chairman, Board of Trustees; however, the Chairman retains ultimate responsibility):

1. Each month, immediately upon receipt of the CAV list from the Supreme Office, for those individuals identified in A.1. above:
 - a. Thoroughly check the list for those adults who have lost their CAV status (expired, suspended, revoked, or Non-Sufficient (NSF)).
 - b. Make note of each person whose CAV will expire before the next CAV list is issued and check with those individuals prior to their expiration to obtain proof that their CAV status has been renewed.
2. **Immediately** remove adults who have lost their CAV status from the Board of Trustees.
 - 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 this 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 Executive Manager for the permanent file. (See Example A)
 - c. **Send letter via certified mail with return receipt. This will protect you.**

III. 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, and positions such as a Foundation member, or an adult involved with a Prospective Members Club, etc.)
2. Appoint a CAV Administrator for the Jurisdiction, send the name to the Executive Manager. If any changes occur be sure to notify the Executive Manager.

B. Responsibilities

1. Each month, immediately upon receipt of the CAV list from the Supreme Office check for those individuals identified in A.1. above.:
 - a. Thoroughly check for those adults who have lost their CAV status (expired, suspended, revoked, or Non-Sufficient (NSF)).
 - b. Make note of each person whose CAV will expire before the next CAV list is issued and check with those individuals prior to their expiration date 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. If applicable work with the CAV administrator to ensure that renewal reminders are being made.

IV. 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 process for identifying and registering for upcoming CAV classes.

V. Supreme Deputy

A. Responsibilities

1. Work with the Supreme Guardian on CAV renewal and training matters.
2. Each month, immediately upon receipt, thoroughly check the CAV list for those adults who have lost their CAV status and notify the Supreme or Grand Guardian, as appropriate. You can sort this by the column titled “Expiration Date”.
3. Remind each Council Member (Executive and Associate) 90, 60, and 30 days prior to when their CAV is coming up for renewal.

VI. CAV Administrator

A. Responsibilities

1. Work with the Grand Guardian on CAV renewal and training matters.
2. Each month, immediately upon receipt, thoroughly check the CAV list for those adults who have lost their CAV status and notify the Supreme or Grand Guardian, as appropriate.
3. Check the CAV list for those whose CAV status will expire in the next 90 days and send an email or written notice with the link to the CAV renewal form on www.jobsdaughtersinternational.org. (See Example C)
4. Check to see if those that received notice 90 days in advance need a second reminder notice. Send another email or written notice 60 days before the expiration date that the renewal should be received by the Supreme Office at least 30 days prior to the CAV expiration date. (See Example D)
5. Also, send a notice to the BG letting her know that one of her adult leader's CAV will expire on the specific date. (See Example E)

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 must 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. The office staff would like to remind you that your renewal should be received by the Supreme Office *at least 30 days prior to the CAV expiration date*. The 30 days prior serve as a cushion for any problems that may arise (not received, incomplete, online system error, etc.). Volunteers who choose to renew after the 30 days are taking an inherent risk that their CAV may not be renewed if any problems are encountered. This means that you will have to begin the process to become a CAV over again starting with taking the CAV class. The online renewal form is found at www.jobsdaughtersinternational.org under the Youth Protection Tab, then Apply/Renew Online.

If you have questions or need your CAV number, please let me know. I would appreciate it if you would email or call me to let me know that you received this notice.

[name]

CAV Administrator for [State/Province]

EXAMPLE D – Second 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 is found at www.jobsdaughtersinternational.org under Youth Protection Tab.

Your renewal should be received by the Supreme Office *at least 30 days prior to the CAV expiration date*. The 30 days prior serves as a cushion for any problems that may arise (not received, incomplete, online system error, etc.).

Volunteers who choose to renew after the 30 days are taking an inherent risk that their CAV may not be renewed if any problems are encountered.

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 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]

EXAMPLE LETTER E — Letter to BG

[date]

[name], Bethel Guardian

Bethel No. [number and location]

[address]

Dear [name],

This is to advise you that based on the recent list from the Supreme Office, the following CAV / CAVs will expire shortly.

Name	Expires

Note: list all those in the Bethel who will expire

A reminder notice has been sent. If the CAV is not renewed, the Grand Guardian; Supreme Deputy; or Supreme Guardian must remove her / him from their adult leadership position, and their name must be removed from the Roll Call.

They are no longer to serve in any adult leadership position until their CAV status is active again. This means starting with taking the CAV training course.

If you have any questions, you may email me at [email address].

[Name]

CAV Administrator for [Jurisdiction]

cc: Grand Guardian