



## *Certified Adult Volunteer Virtual Trainer Application*

The role of a Certified Adult Volunteer Trainer (CAVT) is to train CAV applicants according to JDI standards, and the JDI Youth Protection Policies and Guidelines.

There are some basic qualifications that are required of a CAVT and there are a few things to consider before applying to be a Certified Adult Volunteer Trainer:

- Only a Certified Adult Volunteer (CAV) may apply to be a trainer
- Must be well versed in the CAV class materials
- Have background experience or knowledge of virtual training.
- Have background experience or knowledge of working with adolescents.
- Be comfortable speaking about difficult topics in front of strangers.
- Able to answer questions from trainees about JDI structure and the JDI Youth Protection Program.

*Note:* Having been a member of Job's Daughters doesn't qualify someone to be a CAVT. An applicant needs to consider what other qualifications and/or experiences they have that enrich that wonderful life experience. This is why we ask questions about education background, work experiences, etc.

The process to become a CAV Virtual Trainer is as follows:

1. Be a CAV in good standing
2. Application made using the CAVT Application Form YPP 003
3. Monitor a CAV class conducted by another CAVT
4. An Interview conducted by the Board of Trustees YPP Liaison or YPP Director
5. Second Training 'try out' sections at a CAV Class which is monitored by another CAVT
6. Conducting an entire CAV Class with an assigned CAVT monitor in attendance
7. A CAVT card will be issued by the Executive Manager upon review and approved completion. CAVT card is valid for five years.

To retain status as a trainer a CAVT must:

- Maintain continual CAV status
- Conduct a minimum of five trainings during the above referenced five years
- Re-certify/renew their CAVT status every five years
- Schedule classes via online class registration tool

Please note, the JDI Board of Trustees reserves the right to revoke a CAVT's training credentials at any time.

Thank you for taking the time to consider becoming a CAVT, we appreciate the willingness to strengthen our Order by strengthening its adult support.

Please Type or Print **legibly**. Pencil entries cannot be accepted. If you need space for further information, please use the back of the form or attach a separate sheet.

*Personal Data*

1. Name \_\_\_\_\_  
(Last) (First) (Middle – not just initial)
2. Address \_\_\_\_\_  
City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email address \_\_\_\_\_
3. CAV # \_\_\_\_\_ Date of expiration for current CAV \_\_\_\_\_
4. Current Title (s) in BGC / JGC /GGC / SGC: \_\_\_\_\_
5. Length of time as **adult** volunteer in Job’s Daughters in any capacity: \_\_\_\_\_
6. Please list the **adult** JDI offices you have held and committee you have worked on(attach separate form if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Education / Occupation / Life Experiences*

7. Have you ever been a presenter/trainer (in any capacity) before? Yes  No   
If yes, please list your background in this area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Have you ever conducted virtual training via Zoom? Yes  No   
If yes, please list your background in this area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. List anything in your educational background that will prove useful in your capacity as a CAVT.  
\_\_\_\_\_  
\_\_\_\_\_
10. What is your current occupation? \_\_\_\_\_
11. List any experiences which would aid you in your role as a CAVT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. What is your motivation to become a CAVT?

*Reference Profile*

List three people who have known you for at least 5 years and can give an opinion as to your potential to be a trainer. None of the individuals may be a member of your immediate or extended family. At least two must be associated with Job's Daughters.

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Job's Daughters affiliation (if any) \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State/Prov. / Zip/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Job's Daughters affiliation (if any) \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State/Prov. / Zip/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Job's Daughters affiliation (if any) \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State/Prov. / Zip/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Application Acknowledgement*

**Please initial each line signifying that you acknowledge each statement**

- \_\_\_\_\_ I understand that in my role as a CAVT I am governed by the Constitution and Bylaws of JDI, the Rules and Regulations of my GGC / JGC / BGC and the Youth Protection Program
- \_\_\_\_\_ I understand that JDI is volunteer organization and that my service as a CAVT is not a paid position and that expenses may not be reimbursed.
- \_\_\_\_\_ I understand that I must continually maintain my CAV status.
- \_\_\_\_\_ I understand that only the official JDI Youth Protection Program and Policy materials and forms may be used and that no part of the CAV class training materials may be altered or skipped.
- \_\_\_\_\_ I understand that to maintain my CAVT status I must conduct a minimum of five training with the five-year period of my receiving my CAVT training credentials.
- \_\_\_\_\_ I understand the process to become a CAVT

By placement of my signature on the Certified Adult Volunteer Trainer Application, I acknowledge my understanding of the JDI Youth Protection Program and Policy. I affirm on my honor that the information on this form is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print the entire application and mail to:**

Job's Daughter International  
233 West 5<sup>th</sup> Street  
Papillion, NE 68046-2210

**Please Note:**

**The CAV-VT application fee of \$25.00 in US Funds must accompany this application**

**US Applicants:**

- **A US Funds check for \$25.00 and made payable to "Job's Daughters International"**

**Canadian and Queensland Applicants:**

- **International money order in US Funds for \$25.00 and payable to "Job's Daughters International"**