

Due Diligence Recommendations for Users of Collegeministry.com

A successful volunteer missions experience is largely dependent on clear expectations communicated and understood from the beginning of the process. Collegeministry.com does not screen or assign any volunteers and does not act as an intermediary between ministries and volunteers. It is recommended that requesting ministries thoroughly screen any volunteers to be certain they are well qualified for the opportunity according to the ministries' requirements and rules. Likewise, it is recommended that all volunteers learn as much as possible about the ministry where they intend to volunteer and about the work for which they are volunteering. Below are some suggestions of due diligence for requesting ministries and for volunteers.

Recommended steps of due diligence for requesting ministries

Once contacted by an interested volunteer:

- Have at least 2-3 conversations, including an interview, with volunteer prior to term of service.
- Ask volunteer for a basic application (sample is available from Collegeministry.com Mission Coordinator) and references.
- Ask volunteer for background check.
- Consider running a Motor Vehicle Report for volunteer.
- Have a child protection policy and confirm that volunteer complies with all requirements.
- Provide a certificate of liability insurance if requested.

Recommended steps of due diligence for volunteers:

Contact supervisor(s) directly to ask supervisor for full job description, including all financial requirements.

Complete application, if requested by supervisor.

Some questions to ask during exploratory process:

- How much money will I need to bring with me for housing, food, local travel, ministry expenses, other?
- Who will be my supervisor and how often will I meet with that person?
- What will the housing arrangement be? (Where will I live and with whom?)
- Who will meet me at the airport when I arrive?
- Are the dates flexible?
- If I can not serve the entire term, is that a problem?
- Will I be allowed to return home or take any other personal trips (weddings, etc.) during my term of service?
- Do you have liability insurance?

Make your travel arrangements to comply with the dates of service and requested arrival/departure times.

Secure emergency travel insurance.