

INSTRUCTIONS FOR COMPLETING THE ADULT CLASS A FORM

Class A volunteers 17 years of age and younger must complete the Class A Form for Minors.

NO INDIVIDUAL IS ALLOWED TO VOLUNTEER UNTIL HE/SHE HAS BEEN APPROVED BY SPECIAL OLYMPICS ILLINOIS

Instructions for the person completing the form:

All information, unless listed as optional, must be filled in completely. Forms with blank sections will not be accepted.

Area #, Agency # & Agency Name

Please complete each of these items. If you do not know this information then please contact your Area Director or SO ILL staff liaison.

Coach, Chaperone, Unified Partner, or Other

Please indicate the definition that best describes your role. If you actually train and coach athletes then indicate coach. If you attend events to oversee athletes but do not coach then indicate chaperone.

Section I: All information is required unless indicated otherwise. Failure to provide required information will result in your application being rejected.

Please provide your complete legal name including full middle name. Your complete mailing address and contact phone numbers are required. Date of birth, gender and social security number are required to complete criminal background screenings.

If you do not have a driver's license then please write none or NA in the provided space. Failure to provide a valid driver's license number will result in a driving restriction being placed on your record.

Section II

Everyone must answer all questions listed in this section and then adhere to the explained restriction if a yes answer is provided for the driver's license suspension question.

Section III

All information requested for references must be provided.

Section IV

Please read this section carefully and then sign and date the form.

After You Have Completed the Form

Submit the form to your Head Coach who will then verify your identity. If you are the Head Coach then please have another approved Class A volunteer from your agency verify your identity.

Instructions for Head Coaches

Review the form to ensure that all information, signatures and dates are provided. Please do not submit forms that do not include social security numbers, date of birth and gender. This information is required and forms will not be accepted without this information. Complete the identity verification for the individual. Head Coaches must visually look at the individual's photo identification and then complete the information requested in the Agency Representative Section. Please sign and date the form and print your name. Send completed forms to your Area Director.

Instructions for Area Director/Staff Member

Review the form to ensure that all information, signatures and dates are provided. Please do not submit forms that do not include social security numbers, date of birth and gender. This information is required and forms will not be accepted without this information. Review the Agency Authorization Section to ensure the agency completed the identity verification. Completed forms must be forwarded to the Special Olympics Illinois Normal office for approval.

Special Olympics Illinois Procedures

All forms will be reviewed for completeness. Incomplete forms will be returned for completion. Completed forms will be submitted for a national criminal background screening. Criminal background screening information will be reviewed and all individuals will then either be approved or denied as volunteers. All volunteers will be informed, in writing, of their acceptance or denial. Individuals accepted as volunteers will also receive an approved copy of their volunteer application. The original form will remain on file at the Special Olympics Normal office.

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