

## INSTRUCTIONS FOR COMPLETING THE MINOR CLASS A FORM

Class A volunteers 18 years of age and older must complete the Class A Form for Adults.

All Unified Partners, regardless of age, are required to complete a Class A Form.

### 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, Other, Unified Partner

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 also required. 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

Minor Class A volunteers must submit a completed Volunteer Reference Form with their completed application. The form is attached or can be acquired from your Head Coach or Area Director. Failure to submit this form will result in your application being rejected.

#### Section IV

Please read this section carefully and then sign and date the form. The minor's parent or legal guardian must also sign and date the form and provide their full printed name.

#### After You Have Completed the Form

Submit the volunteer form and the reference form to your Head Coach who will then verify your identity.

#### Instructions for Head Coaches

Review both forms 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. If the minor does not have a driver's license then a school ID card can be used. 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 both forms 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 and reference 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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