

The Royal School of Church Music Charlotte Course for Boys, Girls, Teens, and Adults  
July 2-8, A.D. 2012

**Staff Registration Form**

Name: \_\_\_\_\_  
Last First MI (likes to be called)

Address: \_\_\_\_\_  
Street City State ZIP

Other RSCM Courses Attended: \_\_\_\_\_ Birth Date \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Home Work Cell/Other

Emergency Contact: \_\_\_\_\_  
Name Phone number(s)

**Special Dietary needs or medical concerns:** (need ground floor room?) \_\_\_\_\_

**Voice Part:** Alto Tenor Bass Baritone (All Adult women sing Alto) **T-shirt size:** S M L XL XXL

**Choir Information**

Choir Director: \_\_\_\_\_ Choir (Church) Name: \_\_\_\_\_

Choir (Church) Address: \_\_\_\_\_  
Street City State ZIP

Choir Director's Telephone: ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**To the Course Manager:** I certify that the proposed staff member listed above is in good standing in our choir, that s/he works appropriately with children and youth, and that s/he has the recommendation of his/her choir director and/or minister.

\_\_\_\_\_  
Choir Director Date Minister Date

**Staff members must complete the Self-Declaration form attached and have two reference forms sent to the course manager, unless we received those forms in 2010 or 2011. If we received those forms in 2010 or 2011, only this first sheet is needed this year. Otherwise, please complete all forms. Staff members are provided with room, board, a course T-shirt, and music for the course. All will be reimbursed for travel expenses not provided by their choir.**

For Office Use Only:

Confirmation sent \_\_\_\_\_ Ethics forms sent \_\_\_\_\_ Ethics Forms Rec'd \_\_\_\_\_

This form may be duplicated as needed

**Self-Declaration Form for Staff Members  
serving RSCM Courses/Events for Young People under age 18**

1. Title & Full Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

3. Date of birth: \_\_\_\_/\_\_\_\_/ 19\_\_\_\_

4. How long have you lived at the above address? \_\_\_\_\_

If less than 12 months, please give the following information:

Previous

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

How long there? \_\_\_\_\_

5. Where are you currently employed? \_\_\_\_\_

How long? \_\_\_\_\_

**6. REFERENCES -**

Please provide the names and addresses of two people, one ordained and one lay, who have known you for at least two years and who will provide a personal reference. (Please do not use the Course Manager or a family member.) (*Participants from school or community choirs may substitute a principal or board chair.*) Included are two reference forms. Please give the forms and envelopes addressed to the Course Manager to your references and ask them to send them directly to the Course Manager.

A. The Reverend \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

B. \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**7. RSCM EVENTS/ACTIVITIES**

Please list your prior RSCM course experience - venues and dates

1) \_\_\_\_\_ 4) \_\_\_\_\_

2) \_\_\_\_\_ 5) \_\_\_\_\_

3) \_\_\_\_\_ 6) \_\_\_\_\_

**Adult Declaration Form, page 2**

8. Do we have your permission to run a criminal background check? (Required of all adult participants by Queens University of Charlotte and required of all proctors by the RSCM in America)

Yes \_\_\_\_\_ No \_\_\_\_\_

9. Have you taken a Safe Church/Sexual Ethics training course provided by your diocese or denomination?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, where? \_\_\_\_\_

**Please enclose a copy of your certificate of attendance.**

**CONFIDENTIAL**

**10. DECLARATION**

We, who administer courses in the training of youth and adults through the Royal School of Church Music in America, are committed to the safety of all involved. In addition to providing musical and spiritual instruction of the highest available caliber, we intend to safeguard the physical, mental, spiritual, and emotional stability of participants and staff while under our supervision. You are therefore requested to provide the following information:

Have you ever been convicted of a criminal offense, other than a minor traffic violation?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been found by a civil court to have caused significant harm to a child or young person under the age of 18, or has any civil court made any finding against you that any child or young person under the age of 18 was at risk of significant harm?

Yes \_\_\_\_\_ No \_\_\_\_\_

Declaration Statement: *I declare that all the information I have provided is true and complete to the best of my knowledge, and I understand that a criminal background check will be run on me.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

**Please return this form with your other registration materials to the Course Registrar.**

## RSCM in America Summer Courses Staff Reference Form

Dear Sir or Madam:

\_\_\_\_\_ is registering to serve on the staff of one of the summer courses sponsored by the Royal School of Church Music in America. These summer courses provide a place where people can share in the joy of community, the thrill of musical growth, and the peace of renewal. We who administer these courses are committed to the safety of all involved. In addition to providing musical and spiritual instruction of the highest available caliber, we intend to safeguard the physical, mental, spiritual, and emotional stability of participants and staff while under our supervision.

To that end, we ask you to provide the following information regarding this person. Kindly send it in the enclosed envelope directly to the Course Manager, **Mr. Alan Reed, 8808 Darcy Hopkins Drive, Charlotte, NC 28277-0287**. Please know that all information will be kept securely and in strict confidence. We are grateful to you for your assistance in this matter.

Sincerely,  
The RSCM America Board of Directors

\_\_\_\_\_

How do you know this person?

How long have you known this person?

In what capacity have you seen this person interacting with children or youth?

Would you trust this person to interact with children and youth?

Is there anything you know about this individual that would make it inappropriate for him/her to be present with children and youth?

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

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Name (please print) \_\_\_\_\_