Sample Organization Safe Church Screening/Training Record

Organization: **St. Someone's Church, Somewhere** **Policy Adopted by Organization:** **January 1, 2019**

Name	Email Address	Phone Number	Ministry Function	Application Received	Interview Completed	Reference Verification Completed	Public Records Check Completed	Universal Training Completed	Specialized Training Completed	Public Records Check Expires (5yrs)	Universal Training Expires (3yrs)	Specialized Training Expires (3yrs)
John Smith	jsmith@email.com	999-999-9999	Church Staff	11/10/2017	11/11/2017	11/12/2017	11/23/2017		1/20/2018	11/23/2022		1/20/2021
Jane Doe	jdoe@email.com	888-888-8888	VBS Volunteer				4/17/2018	6/8/2018		4/17/2023	6/8/2021	