



**Longview Christian School
Board Member Application**

Name: _____ Nickname: _____

Home Address: _____

Email Address: _____

Cell Phone: _____ Work Phone: _____

Where are you employed? _____

How long have you been employed there and what is your job title and responsibilities?

What is your educational background? _____

Have you had other involvement with Longview Christian School? If so, what? _____

Why are you interested in serving on the Longview Christian School board? _____

Have you, or do you, serve on any other board of directors? _____ If so, where?

What other volunteer positions do you hold? _____

What hobbies or interests do you have?

Have you served in leadership roles in the past? _____ If so, where? _____

What do you hope to contribute by serving on the Board? _____

What do you hope to gain by serving on the Board? _____

I understand that as a member of the LCS Board of Directors I would have the following duties:

Please initial to indicate your understanding and agreement.

_____ Actively participate by attending board meetings, as well as committee meetings.

_____ Assist in guiding the school towards short- and long-term financial stability by participating in the Board's fundraising efforts.

_____ Educate myself on the organization, its history, goals, clients/constituency, staff, current situations, problems and needs.

_____ Educate myself on the roles and responsibilities of the board as a whole, as well as those of individual board members.

_____ Be an enthusiastic and knowledgeable voice for Longview Christian School.

_____ Act as an advocate for Longview Christian School and the people we serve.

_____ Contribute financially to Longview Christian School; provide fund-raising contacts and connections.

_____ Participate in discussions at meetings; ask probing questions and seek relevant answers before voting.

_____ Report to the board, in written or verbal form, as appropriate.

_____ Recognize my role as a member of the team.

_____ I understand that the normal term for Board members of Longview Christian School is three years. I will fulfill that term to the best of my ability.

Board Applicant's Signature

Date



LCS Board Members References and Additional Information

References: All board applications must be accompanied by at least two references from people in the local community who have known the candidate for more than one year.

Reference 1:

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Board Applicant: _____

Reference 2:

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Board Applicant: _____

Reference 3:

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Board Applicant: _____

I have experience or skills and would be willing to contribute to LCS in the following areas (please check):

- ☐ Community Relationships
- ☐ Education or Academics
- ☐ Fundraising or Special Events
- ☐ Grant Writing
- ☐ Health or Mental Health Services
- ☐ Human Resources
- ☐ Financial/Accounting/Banking
- ☐ Legal
- ☐ Marketing/Advertising
- ☐ Management
- ☐ Operations/Technology



LCS Board Members Qualifications and Concurrence

Thank you for your willingness to serve on the Longview Christian School Board. It is important to understand the expectations and requirements placed upon our board members. Please read the information and complete the questions below prayerfully and carefully. If you do not feel you can make this commitment, we ask that you respectfully withdraw your application.

Board Member Qualifications:

1. All board members must provide a written testimony professing their faith in Jesus Christ and sign the school statement of faith as evidence of likeminded spiritual beliefs and relationship with Jesus Christ.
2. Board members must read the board handbook, including the vision, mission, values, and kingdom education philosophy. If you are in disagreement with any these foundational statements, please do not pursue a position on the board.
3. Every board member should be recognized by the school and the community as a mature Christian leader. Their reputation should be respected and held in high regard with all who know them.
4. Board members must understand that membership in board is truly a service. There are no significant perks or rewards that come with membership. Every board member should approach the job with a desire to serve and advance the school.
5. Every board member should commit to pray for the school on a daily basis.
6. All board members are expected to conduct themselves with honor in and out of meetings. In moments of disagreement, members are expected to maintain respectful, calm, and Christ-like communications. Disparaging comments about fellow board members or others will not be tolerated.
7. All information and communication in board meetings is strictly confidential. Board members must maintain confidentiality except in cases when the information is to be properly disseminated.

Personal Testimony:

Please provide a short testimony about your relationship with Christ.

Longview Christian School Statement of Faith:

- We believe the Bible is the verbally inspired, only infallible, authoritative Word of God (II Timothy 3:16-17; II Peter 1:21).
- We believe there is only one God, eternally existent in three persons - God the Father, Jesus Christ the Son, and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Luke 1:35; 2:7); His sinless life (Hebrews 4:15); His miracles (John 2:11); His shed blood (Luke 22:20); His atoning death (I Corinthians 15:3; Ephesians 1 :7; Hebrews 2:9); His bodily resurrection (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe that by nature man is sinful, that salvation of the lost is possible by God's grace through faith, and that regeneration by the Holy Spirit is absolutely essential (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
- We believe in the Holy Spirit's present continuous ministries by indwelling the Christian, thereby enabling the living of a Godly life and manifesting the gifts of the Spirit (I Corinthians 3:16; 12:8-10); Ephesians 5:18-21).
- We believe in water baptism, the baptism in the Holy Spirit, the Lord's supper, anointing with oil, divine healing, and the laying on of hands (Matthew 28:18-20; Acts 2:4; I Corinthians 11 :23-26; Exodus 15:26; II Timothy 1:6; James 5:4).
- We believe in the resurrection of the dead. The saved will be raised unto eternal life (John 11:25-26); the lost will face condemnation (John 5:28-29).
- We believe in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Longview Christian School.

Final Authority for Matters of Belief and Conduct - This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Longview Christian School's faith, doctrine, practice, policy, and discipline, our school board is the final interpretive authority on the Bible's meaning and application.

My signature below indicates my agreement with the LCS vision, mission, philosophy, and statement of faith. I promise to follow the guidelines stated in this document and serve the school with honor.

PRINT: _____ SIGN: _____ DATE: _____



LCS Board Members Conflict of Interest and Confidentiality Policies

CONFLICT OF INTEREST POLICY:

The purpose of this conflict-of-interest policy is to prevent the interests of board members, staff, volunteers, and paid consultants from interfering with the performance of their duties to Longview Christian School (LCS). This policy prohibits employees, paid consultants, board members, and volunteers from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of Longview Christian School and requires the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto.

PROCEDURES:

- A. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any board member, staff member, volunteer, or paid consultant in a manner that is averse to the interests of LCS.
- B. A conflict of interest may exist when the interests or potential interests of any board member, staff member, volunteer, paid consultant, or that person's close relative, or any individual, group, or organization to which the person associated with LCS has allegiance, may be seen as competing with the interests of the school, or may impair such person's independence or loyalty to Longview Christian School.
- C. No board member, staff person, volunteer, or paid consultant may participate in any decision-making process when he/she, or members of his/her immediate family, or any party, group, or organization to which said person has allegiance, may have an interest that may be seen as competing with the interests or concerns of LCS.
- D. Board members, staff members, volunteers and paid consultants must weigh carefully all circumstances in which there exists the possibility of accusations of competing interest and make timely disclosures of any possible conflict of interest and any and all relevant information pertaining to the possible conflict and may not participate in any decision-making process related to the matter in which there may be a conflict of interest. Further, board members, staff, volunteers, and paid consultants shall excuse themselves from the room when there is any deliberation and decision making concerning the matter in which there may be a conflict of interest. If a potential conflict is identified during a board meeting, the matter under discussion should be tabled until the board executive committee can convene to determine whether or not a conflict exists.
- E. The minutes of Longview Christian School board and/or committee meetings shall reflect that the conflict of interest was disclosed and that the interested person was not present during the deliberation and decision on the matter of interest.
- F. In the event of possible conflict of interest in a decision-making process within the LCS office, the administrator shall report to the board in writing that the conflict of interest was disclosed and that the interested person was not in the room and did not participate in the final deliberation and decision on the matter of interest.
- G. Notwithstanding the above, the Board of Directors may waive the foregoing restrictions and allow a board member, staff member, volunteer, or paid consultant with a conflict of interest to join in such portion of the discussion on the matter of interest as the board deems appropriate.

- H. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the executive committee, excluding the person(s) who may have the possible conflict.
- I. Transactions with related parties should occur only if the following are observed:
 - a. The related party is excluded from the discussion and approval of such transaction;
 - b. A competitive bid or comparable valuation exists; and
 - c. The board has acted upon and demonstrated that the transaction is in the best interest of the organization.
- J. Board members, staff, and paid consultants will review this policy annually and disclose any possible conflict of interest below. Failure to disclose prior to becoming involved in a transaction or decision affected by such conflict may result in disciplinary action and /or removal from a position with Longview Christian School. The extent of such action will be determined by the executive committee of the Board of Directors.
- K. Individuals employed full-time by LCS are not eligible for board service.

BOARD CONFIDENTIALITY POLICY:

No Board member shall knowingly disclose confidential information gained by reason of information shared at a Board meeting. This includes details about:

- A. Property
- B. Operations
- C. Personnel
- D. Policies
- E. Affairs of the school
- F. Case information

Board members shall not use information to advance any personal interest, financial or otherwise. LCS shall maintain confidentiality of employee and client records, and no Board member shall accept employment or engage in any business or professional activity that might be expected to induce him or her to disclose confidential information acquired by reason of serving this Board. A breach of this policy will be reviewed by the executive committee and may result in Board dismissal.

PRINT: _____ SIGN: _____ DATE: _____

BOARD BACKGROUND CHECK POLICY:

All Longview Christian School board applicants are required to have a background check on file at the school. Please complete the forms included to authorize the background check. Any potential issues discovered as a result of the background check will be disclosed to the applicant and included in the consideration of the application. Applicants will also have the opportunity to give additional information in these circumstances.

Volunteer Authorization to Release Background Information

In connection with my application for volunteer service with _____, I authorize _____ and, or, ACCUFAX Div., Southvest Inc., their agent, to solicit background information relative to my criminal record history. I understand that _____ may conduct inquiries into my background that may include criminal records, credit report, motor vehicle records, workers compensation records, personal references and other public record reports pertaining to me. When requested by an employer motor vehicle records or a driving history may be obtained.

I authorize without any reservation, any person, agency, or other entity contacted by _____ or ACCUFAX Div., Southvest Inc., their agent for purposes of obtaining background report information, to furnish the above-mentioned information.

I release _____, their respective employees or ACCUFAX Div., Southvest Inc. their agent and employees and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information or reports.

PLEASE PRINT (Use Blue or Black Ink)

Requested by: *

FULL LEGAL NAME _____ Date of Birth _____

OTHER NAMES USED _____ SS# _____

DRIVERS LIC # _____ STATE ISSUED _____

Name exactly as it appears on Drivers License _____

Please note: If your address is a rural route, or post office box, we must have City & County where mail was delivered

Current Address _____ City _____ Co. _____ St. _____ Zip _____

How long at this address? (Months/Years) _____

Previous Address _____ City _____ Co. _____ St. _____ Zip _____

How long at this address? (Months/Years) _____

Previous Address _____ City _____ Co. _____ St. _____ Zip _____

How long at this address? (Months/Years) _____

SIGNATURE _____ DATE _____

LIST ALL CITY/STATES RESIDED AT SINCE AGE 18 AND HOW LONG IN EACH CITY/STATE:

Thank You for volunteering at _____ !

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W. Washington DC 20006. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn about those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you such as denying an application for credit, insurance or employment must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently.** There is no charge for the report if a person has taken action against you because of information supplied by the CRA, provided that you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s – to which it has provided the data – of any errors) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The FCRA gives several different federal agencies (listed below) authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:

CRA's creditors and others not listed below

National banks federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Savings associations and federally chartered savings banks (word "federal" or initials "F.S.B." appear in federal institution's name)

Federal Reserve system member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Credit Unions (words "Federal Credit Union" appear in institution's name)

State chartered banks that are not a member of the Federal Reserve System

Air-surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission.

Activities subject to the Packers and Stockyards Act, 1921

PLEASE CONTACT:

A. Bureau of Consumer Financial Protection
1700 G Street NW
Washington, DC 20580

B. Federal Trade Commission
Consumer Response Center – FCRA
Washington, DC 20580
202-326-3761

Office of the Comptroller of the Currency
Compliance Management, MailStop 6-6
Washington, D.C. 20219
800-613-6743

Office of Thrift Supervision
Consumer Programs
Washington, D.C. 20552
800-842-6929

Federal Reserve Board
Division of Consumer & Community Affairs
Washington, D.C. 20551
202-452-3693

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314
703-518-6360

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, D.C. 20429
800-934-FDIC

Department of Transportation
Office of Financial Management
Washington, D.C. 20590

Department of Agriculture
Office of Deputy Administrator – GIPSA
Washington, D.C. 20250
202-720-7051