

New Applicant Interview Policy

Policy number	F-004
Category	Membership
Date of Approval (or Revision)	September 30 th , 2023
Effective Date	October 15 th , 2023
Sponsor	Membership Ambassadors
Version	2.2
Review Frequency	Annually

PURPOSE

The purpose of this policy is to explain the reasons for new applicant interviews and offer suggestions for those conducting the interviews.

DEFINITIONS

Applicant – New applicants are those applying for membership in CFS that have never been CFS members or have not been a member of CFS in the last two school years. For the purposes of this policy, a new applicant has submitted all required documentation and applicable fees.

PROCEDURE

Each new applicant to CFS will be interviewed by two or more Board members, preferably from two different Ambassadorships. This interview is an opportunity to determine if CFS is a good fit for the applicant.

To assist in the assessment, an interview guide (see Attachment A) has been developed to cover basic topics, but may be expanded.

As the interview progresses, the interviewer should consider such as the following

- Does this family demonstrate Godly character?
- Does this family appear to have a stable family life and Christian walk?
- Is this family willing to be an active member, willing to volunteer in support of CFS?
- Is it likely this family could create issues for other CFS families or CFS leadership?

VERSION HISTORY

Version	Description	Date
2.0	Replace old interview questions with updated interview guide.	10/2017
2.1	Revise interview questions and procedure-Helt	04/2023
2.2	Require interview to be conducted by two different ambassadorships (to increase connection to applicant and diversify report). Organized interview questions. -Riddle	9/2023