

WELCOME

So you think you're ready to be a MBBC Student Ministry leader?

Student Ministry at Mountain Brook Baptist Church seeks to minister to students and their parents as they grow in their faith. We seek to connect our students to caring church members, disciple students by providing them with opportunities to interact with scripture, and partner with parents as they encourage their students to discern God's calling on their lives.

Choosing to be a Student Ministry Leader is making a choice to invest strategically in the lives of a few so that over time we can help them build an authentic faith. That's what being a Student Leader is all about!

Thank you for committing to our students, our families, and our church.

JOB DESCRIPTION

What exactly IS a Student Ministry leader? A friend? A parent? A coach? A teacher? Here's how we define it:

A Student Ministry Leader is anyone who chooses to invest in the lives of a few to encourage authentic faith. Every SML should do three things:

- **Connect:** ...students to faithful and caring people across the life of the Church.
- **Disciple:** ...students as they continue to build their lives on Christ, and engage their faith beyond Bible study.
- **Partner:** ...with parents as they develop and live into their role, discipling and encouraging their students every day.

QUALIFICATIONS

To be a student ministry leader, you don't have to be a Bible scholar, pass a theological aptitude test, or display a particular set of special spiritual gifts. You don't even need to be that cool Here's all you need to do:

- Love God.
- Care about students.
- Adhere to the Mountain Brook Baptist Child Protection Policy.
- Complete and pass the application, background check, and interview process.

EXPECTATIONS

- Serve weekly.
 - Come prepared with the question and materials you need for group.
 - Attend the appropriate training events and meetings whenever possible.
-

SML

APPLICATION

Name: Date of Birth:

Address:

City, State, Zip:

Phone Number:

Have you volunteered at our church before? Yes No

If so, where and how long?

How long have you been attending our church?

List your hobbies/interests:

.....

What skills could you offer to this role?

.....

Briefly tell us your salvation story:

.....

Why do you want to be a Student Ministry leader?

.....

How did you find out about being a Student Min. leader?

.....

Is there anything that would prevent you from meeting with your group every week?

.....

Are you willing to have a background check on you? Yes No

POLICIES & PROCEDURES

Each church has a different set of policies and procedures, and we already have some in place. Here are a few more for you to keep in mind!

MBBC CHILD PROTECTION POLICY

Mountain Brook Baptist has developed a Child Protection Policy that helps us to keep our children and families safe! Each Student Leader will be asked to sign and confirm that they have read through the policy.

ZERO TOLERANCE REPORTING

MBBC has zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every leader to act in the best interest of students. In the event that leaders observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected grooming or abuse (physical, emotional, sexual or neglect), it is their personal responsibility to immediately report their observations to the Student Minister.

ALLERGIES

Be aware of the allergies of students—especially peanut allergies. During group times when you are giving out food, double check with each student to make sure they aren't allergic to anything you're giving.

DISCIPLINE

Students should always be issued verbal warnings first. There should never be any physical contact involved in correcting a student's behavior. Uncontrollable or unusual behavior should be reported to the Student Minister and then reported to the parents. We have 3 goals in helping our students stay safe and enjoy their time at MBBC.

1 - Create and enforce Boundaries: It is important to set and maintain firm boundaries with students. Part of our job is to help them regulate their actions because most are developmentally incapable of doing so. These policies are not meant to curb the enjoyment or creativity of students or workers but are provided to let everyone know what behavior is expected.

2 - Lead with Love: Always remember that there is always something behind the behavior. This is true on both a spiritual level, and a trauma level. Whenever you are put in a situation where a boundary needs to be enforced lead with love.

3 - Pass to Student Minister: MBBC's desire is to maintain relationships as much as possible. Once you have issued a verbal warning to a student regarding a boundary, we ask that you take the matter to the Student Minister.

**If you have a child that is not following the guidelines that have been put in place, try first directing the child's behavior. If that doesn't work have a plan in place to contact the Student Minister so that they can handle the situation.*

ACTIVE SHOOTER PLAN

In the case of an active shooter, leaders should seal off the door and wait for law enforcement personnel to arrive with the "all clear." If an opportunity presents itself, please seek shelter down the road away from the situation.

LEADER COMMUNICATION AND CONTACT

In-person and virtual interactions between leaders, and students should be positive and uplifting. Leaders should strive to keep verbal interactions encouraging and constructive. Leaders should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, leaders are expected to refrain from swearing in the presence of students. (Ephesians 4:29)



POLICIES AND PROCEDURES

Prevention of and Response to Child Abuse and Neglect

Child/Student/Vulnerable Adult Policy Statement: Mountain Brook Baptist Church firmly believes that the safety and well-being of our children are essential. It is our responsibility to provide a safe and secure environment as our children discover who God is, and then equip them to move forward in their relationship with Jesus Christ.

This *Child/Student/Vulnerable Adult Protection Policy* sets forth requirements that will apply to all Children's, Student, and Vulnerable Adult Ministries, both for events within the Church, as well as all off-site activities. It requires that everyone who teaches, helps or care for children, or is otherwise involved in these ministries, to act within this policy's guidelines.

SECTION 1: Screening Procedures for Primary and Secondary Workers

It is the policy of Mountain Brook Baptist Church (herein referred to as the "Church") to screen the applications of persons desiring to work in any of the Church's programs in which children participate, including, but not limited to, participants in any daily or temporary childcare programs of the Church.

The Church will use the following guidelines in reviewing applicants for primary and secondary worker positions in the preschool/children division or the student division or vulnerable adult division.

1.1 Definition of "Children". In these policies and procedures, the term "child" or "children" shall include all persons under the age of eighteen years, unless the context of the provision clearly indicates its application is limited to a specific subgroup of such individuals.

1.2 Definition of "Vulnerable Adult". Any person 18 years of age or older with diagnosed diminished physical, mental, or emotional capacities.

1.3 Definitions of "Abuse" and "Neglect". In these policies and procedures, the terms "abuse" and "neglect" are defined by Alabama law. Abuse is defined as, "harm or threatened harm to a child's health or welfare which can occur through nonaccidental physical or mental injury; sexual abuse or attempted sexual abuse; sexual exploitation or attempted sexual exploitation." Neglect is defined as, "negligent treatment or maltreatment of a child, including the failure to provide adequate food, medical treatment, clothing or shelter."

1.4 Classification of Workers According to Their Duties. In order to screen potential workers appropriately, the minister of each division in which children participate will categorize each position in that division as either a primary worker or secondary worker. The terms "primary" and "secondary" do not refer to the ages of the children served by the position.

In these policies and procedures, the term "worker" includes both primary and secondary workers unless the context requires otherwise.



Primary workers: The following positions are to be classified as primary workers: (a) volunteer positions involving substantial responsibility or circumstances which pose a significant opportunity for child abuse or neglect and (b) all paid positions.

Secondary workers: The following positions are to be classified as secondary workers: volunteer positions involving only limited or occasional interactions with children during which another worker will always be present, or a primary worker will supervise, and the opportunity for child abuse or neglect is not significant.

1.5 Minimum Age. All primary workers must be 18 years of age or older. Secondary workers may be less than 18 years of age with the approval of the minister in charge. If a primary worker is less than 18 years of age, an acknowledgement must be signed by the parent of the child who will be left in the worker's care.

1.6 Confidential Interviews. All applicants to work with children must be interviewed to evaluate their suitability for the work they apply to do. Interviews will be conducted by the minister of the division in which the applicant seeks to work. The minister may use additional people to assist in conducting the interview but must participate in the interview. The Church's policies and procedures concerning prevention of an response to child abuse and neglect must be discussed with the applicant during the interview.

1.7 Six-Month Rule. Applicants must have been a member of the Church or a regular attendee of the Church for at least six months, except as provided below in this subsection. The purpose of this requirement is to allow an opportunity for interaction between the Church's ministers and the applicant and, thus, enable the minister of the applicable division to better evaluate the applicant's suitability for working with children. In some situations, this rule is not feasible and may be waived (such as applicants for internships and certain paid positions). If the six-month rule is waived, the minister of the applicable division may take any additional steps which he or she deems appropriate to assess the applicant's suitability to work with children.

1.8 Application Forms. Applicants must complete and sign an application and the related waivers giving permission to check references and background information in the forms attached as Appendices B and D, respectively.

1.9 Criminal Background Check and Child Abuse Registry. Criminal background and child abuse registry checks shall be conducted on each applicant for a primary worker position. An applicant for a secondary worker position may be subject to a background check, at the discretion of the minister of the division. Depending on the level of the worker's interaction with the children, differing intensity levels of background checks may be requested by the division minister, who will also review all background check results. Primary worker checks will be renewed every three years.

The church will also employ a "Visitor Management System", similar to one provided by Raptor Technologies, to screen all visitors entering the Children's Area. By using this system, all visitors will have their picture ID scanned prior to entry, which will then connect to a national sex offender database to check for any known violations. This will also be utilized to screen all secondary worker applicants.

1.10 References. The minister of the division must check at least three references for an applicant for a primary worker position in that division and must conduct a reasonable inquiry into the character of an applicant for a secondary worker position in that division. The minister may have members of an appropriate committee, division coordinators, interns, or other ministerial staff members assist in checking the references. The references may be checked by telephone, in writing, in person, or in any other reasonable manner. Whenever possible, the references checked on an applicant for a primary worker position should include: (a) one person who has known the applicant well for an extended period of time; (b) a former supervisor of the applicant; and (c) a member of the applicant's immediate



family. With regard to applicants for primary positions, additional former supervisors may be contacted. The person checking the reference must complete the “Preschool/Children/Student/Vulnerable Adult Worker Reference” form, which is attached as Appendix C.

- 1.11 Auto Safety.** Before driving any of the Church's vehicles, a person must complete an “Auto Safety Certification” form annually, which is attached as Appendix E. In addition, to drive a Church vehicle, a person must have a current, valid, driver's license, must provide proof of insurance in such amounts as may be required by the Church, and must comply with all other transportation policies of the Church. Persons who will transport children on a regular basis in privately-owned vehicles during Church-sponsored activities also must satisfy the requirements of this subsection. All persons participating in a Church sponsored activity will wear seatbelts whenever they are in a vehicle. Children must be in a car seat or booster seat until the child is 4'10” tall. An annually signed & updated Parental Consent form is needed before the Child can participate. A list of names of those traveling will be left at the church. Each vehicle will have a cell phone and calling numbers of cell phones in other vehicles.
- 1.12 Training.** All primary workers and secondary workers will be trained during an orientation period regarding protection of children, student and vulnerable adults from sexual abuse and protection of adults from false accusations of abuse. This initial training will include the following: The need for the Child/Student/Vulnerable Adult Safety and Security Policies, Church policies governing working with children, student, and vulnerable adults and procedures for reporting observed or suspected misconduct. Primary workers who work with children must maintain current certification in basic CPR (or the equivalent), as required by applicable licensing requirements or other statutes or regulations. The Church will pay the costs of this training. In addition, paid workers will be paid their hourly rate for time spent attending such training. The church will provide CPR training every 12 months. All primary workers who were hired since the last CPR training session and have not already been CPR certified must obtain the certification during this session. All training will be renewed at least every two years. Secondary workers are encouraged, but not required, to be CPR trained.
- 1.13 Signatures on Guidelines.** Each applicant must acknowledge that he or she understands and agrees to abide by the guidelines pertaining to the position sought by signing the guidelines form for such position. Workers who work in more than one position must sign the appropriate form for each position.
- 1.14 Confidentiality of Information.** The Church will keep confidential all information received in the application process, including, without limitation, information obtained through interviews of applicants and references. Such information will be marked as confidential and stored with limited access afforded only to appropriate Church staff members and others who need to know such information as determined by the senior pastor or associate pastor.
- 1.15 Delays in Receiving Information.** While the Church is waiting for responses to the seminal background, child abuse registry, and reference checks required under subsections 1.9 and 1.10, the minister of the applicable division may permit an applicant to work with children so long as they work with and under the direct supervision of an approved adult worker. (See subsection 2.2 below). Failure to receive satisfactory responses in a timely manner may result in dismissal of the worker or his or her removal from the position.

SECTION 2: Supervisory Requirements Over Persons Working with Children

It is the Church's policy to provide adequate supervisory control of persons working with children in any of the Church's programs, including, but not limited to, participants in any daily or temporary child care programs of the Church.

The following regulations shall be applicable to all primary and secondary workers having contact with children participating in all Church programs:



2.1 Ratio of Workers to Children. The minister of each division shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children giving due regard to all pertinent factors, including, without limitation, the number and age of the participants, the nature of the activities in which they are involved, and the location at which such activities are taking place. Whenever practical, it shall be the goal to have no less than two workers present at all times.

Teaching Staff/Classroom Ratios:

All class groups are based on age as of September 1st

6 weeks to 18 months	1:5
18 months to 24 months	1:7
Two-year-olds	1:11
Three-year-olds	1:11
Four-year-olds	1:11
School-aged children	1:18

2.2 “Two Adult Rule”. Whenever possible, two adults should be present at all times during events or activities involving children/vulnerable adults. If a primary worker (with a current background check) is not present, or has not yet completed a background check, no less than two adult workers must be present at all times.

All events or activities involving children/vulnerable adults shall take place in an environment which allows visible access by others by leaving windows/doors open so that any activity in the room or area can be observed. If such visibility is not possible, two adult workers must be present at all times.

When ongoing counseling sessions or other meetings are planned, parental permission shall be obtained in writing for the meetings to occur. If such permission is not possible, two adult workers must be present at all times.

2.3 Oversight by Ministerial Staff, Division Coordinators, and Interns. The minister of each division shall coordinate with any coordinators and interns for the division to ensure ongoing supervision of all workers in their division. Such supervision may include periodic unannounced visits into classes and other program sites.

2.4 Awareness of Church Policy by Workers. The minister of each division periodically shall review with all workers in the division, individually or in groups: (a) the definition(s) of child abuse and neglect as defined by applicable law and (b) the Church’s policies and procedures for prevention of and response to child abuse and neglect. Such review shall be conducted at least annually and following each change in or addition to such policies or procedures. Each worker shall acknowledge in writing his or her participation in the periodic review of such policies and procedures. Each worker also shall acknowledge in writing: (a) receipt of a copy of such policies and procedures prior to the time he or she begins working with children and (b) receipt of a copy of any changes in or additions to such policies or procedures after each such change or addition has been made. Originals of the signed acknowledgments shall be retained in the worker’s personnel file, which will be kept in the office of the Director of Finance.

2.5 Enforcement of Policies. The minister in charge of a division will supervise all primary and secondary workers and is charged with the diligent enforcement of all of the Church’s policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from working with children, student, or vulnerable adults. Final decisions related to policy violations will be responsibility of the minister in charge of the division.

2.6 Parental Permission. Parental permission must be obtained prior to a staff member or worker spending more than incidental time alone with a child in a location where actions cannot be readily observed by another worker or staff



member. This shall include, but not restricted to private instruction, such as music lessons of any kind, athletic training, or tutoring. No child in the sixth grade or under shall be taken from or allowed to leave Church property either unattended or in groups without: (a) parental permission or (b) compliance with the procedure referred to in subsection 3.5 below. Children are permitted to leave the area of the Church activity at the conclusion of the scheduled activity without further supervision by the workers, unless the minister of the applicable division has instructed the workers otherwise. The minister of the applicable division, the senior pastor, or the associate pastor may make an exception to this subsection for good cause.

2.7 Off-Site Events. For off-site events, overnight events, or those that require transportation, parents must give written permission for their child's participation (See Appendix G). Generally, personal information forms serve as written permission and shall be completed annually and updated as needed. Those forms should be maintained by the staff or volunteer person responsible for age-level ministries. When traveling off site for events, the leader of the event should carry copies of permission slips and forms with them.

2.8 Photographing Children. Parents may give permission for their children to be photographed or videotaped when they fill out the annual ministry participation forms. No identifying names shall be displayed on the church website. Parents are not required to give permission for their children to be photographed or videotaped in order to participate in the programs.

SECTION 3: Protection of Children

It is the Church's policy to provide a safe environment for the physical and emotional well-being of children/students/vulnerable adults participating in any of the Church's programs, including, but not limited to, participants in any daily or temporary child care programs of the Church.

3.1 Safety of Children. It is the responsibility of all persons having contact with children/vulnerable adults participating in any of the Church's programs to promote the emotional and physical safety of the participants giving due regard to all factors and circumstances known to them. If a person believes an unsafe condition exists, such person shall immediately take any precautions appropriate under the existing circumstances to protect all participants. Nothing contained in any other Church policy or procedure or in any instructions from any person shall be construed to relieve persons having contact with children in any Church program from the responsibilities of promoting and protecting the emotional and physical safety of the program's participants.

3.2 Observation of Children. No person shall meet alone with a child in any room or area which is not visible from adjoining hallways. Church activities for children shall not be scheduled in any room or area which is not visible from adjoining halls. Such visibility will be maintained by leaving curtains and blinds open on hallway windows and, if necessary, by leaving the door(s) to the rooms open so that any activity in the room or area can be observed. Reasonable exceptions to this rule may be made by the minister of the applicable division where seclusion is necessary for rest, such as in infant and preschool areas, provided that two unrelated workers are present at all times.

3.3 Bathroom policy. Preschool classes are to use the restroom in their classroom. If a teacher must assist a child in the restroom, the door to the restroom shall remain open. Older preschoolers who do not require assistance in the restroom should be given privacy of being alone with the door closed. If a child must use the restroom when outside the classroom, every effort should be made to avoid a situation where one teacher and one child are alone in the restroom.



- 3.4 Overnight Policy.** Special attention will be given to planning and carrying out activities that involved children and students in overnight stays, on or off church property. Adequate adult supervision, appropriate separation of sexes, and other precautions will be taken. All adult chaperons must clear the appropriate screening procedures before being allowed to participate. Sleeping arrangements will be made to avoid one adult and one child being in a room alone except for family members.
- 3.5 Identification System.** The minister of the preschool division will implement and maintain a system to identify persons authorized to pick up and take responsibility for preschool children leaving the Church activity in which they have been participating. Such system will not be necessary for children above the grade of kindergarten unless a parent specifically requests it or some other system be used and the minister of the division believes that the requested system can be reasonably implemented.
- 3.6 Evacuation Policy.** In the event of an emergency requiring the children to evacuate the building, ie: fire emergency, each classroom will follow the plans posted inside the classroom. The class will exit the closest exit from the church. In the event it is a true emergency, the children will wait at one of the missionary houses for further instructions.
- 3.7 Intruder Policy.** When the building is in lock down/out mode, no one may enter or leave the building until a uniformed police officer escorts the children from the building to a secure area.

SECTION 4: Procedure for Reporting and Responding to Suspected and Alleged Child Abuse and Neglect

- 4.1 Reports Required.** Any person who knows or reasonably suspects that a child is a victim of child abuse or neglect must immediately and orally – by telephone or direct communication – report:
- a. Such belief to the minister of the division in which the child participates or the Senior Pastor and complete an Incident Report in the form attached as Appendix F (if the belief is reported to the minister of the division, that minister must immediately report to the Senior Pastor); and
 - b. Jointly with the Senior Pastor, the worker's belief to one of the following:
 - i. The Mountain Brook Police Department (911);
 - ii. The Jefferson County Department of Human Resources (205-423-4850); or
 - iii. Any person, organization, corporation, group, or agency authorized and designated by the Department of Human Resources to receive such reports.

After an oral report is made in accordance with this subsection, the Senior Pastor will work with the individual to mail or fax a written report, in the form attached as Appendix F, in accordance with 4.3 to the Jefferson County Department of Human Resources.

- 4.2 Reports Required by Church Staff.** In accordance with 4.1, as soon as reasonably possible after receiving a report from a worker, the minister of the division shall notify the Senior Pastor of the report. The Senior Pastor will ensure it is reported to either: 1) Mountain Brook Police Department; 2) the Department of Human Resources; or 3) any person, organization, corporation, group, or agency authorized and designated by the Department of Human Resources to receive such reports. The Senior Pastor shall also notify the parents of the child, except for any parent who may be accused of being the person responsible for the abuse or neglect. In consultation with the chair of the personnel committee or the chair of the deacons, the Senior Pastor shall notify appropriate legal counsel of the report. Senior Pastor also shall notify the Church's insurance agent that a report of child abuse or neglect has been made to the appropriate officials.



4.3 Incident Report. The person making an Incident Report (Appendix F) shall identify, if known:

- a) The name and address of the child;
- b) The name and address of the parents, guardian, or caretaker responsible for the care, custody, or welfare of the child;
- c) The character and extent of the child's injuries;
- d) Any evidence of previous injuries to the child; and
- e) Any other pertinent information concerning the alleged or suspected abuse or neglect that might establish the cause of the injury and identify the person(s) responsible.

4.4 Investigation of Alleged Abuse or Neglect. No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person, or a witness beyond a reasonable amount necessary to cause such person to have cause to believe that the child has been abused or neglected. Interviews with any child, accused person, or witnesses shall be conducted by authorized officials of the agency to whom such abuse or neglect is reported and, when appropriate, legal counsel and other persons representing the Church. All employees and volunteers of the Church shall cooperate with such child abuse investigation without the consent of the child's parents or any worker, if necessary.

4.5 Preservation of Records. Copies of all documents related to the event at which the abuse or neglect occurred, if Church-related, shall be secured, including, but not limited to, a list of those persons known to be present or in the vicinity of the alleged abuse. Such documents shall be provided to the minister of the division involved, who shall review them for the purpose of determining if the documents are all present and complete in accordance with standard procedures. If any documents are missing, the minister shall make a written notation of such and then deliver the documents and any such notation to the Director of Finance, who shall retain them until advised that all criminal or civil investigations and actions, if any, have been completed. The Senior Pastor and the minister of the division involved also shall keep a reasonably detailed log of the report of the alleged child abuse and neglect which shall include, without limitation: (a) the date and time of the incident, (b) the identities of the persons involved in the incident, (c) the date and time of the reporting of the incident, and (d) the identities of the persons involved in the reporting of the incident.

4.6 Confidentiality. All reports of child abuse and neglect shall be absolutely confidential. No person shall communicate any information concerning the alleged event, including, but not limited to, the details of the incident or the identities of the child or the accused individual(s), to any other person except as may be necessary to report the incident as set forth herein or to cooperate with any official investigation of such incident. Any breach of this confidentiality by an employee of the Church shall be cause for immediate dismissal.

In consultation with the Church's staff and the official(s) conducting the investigation, the Senior Pastor may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified. In no case shall the identity of the victim or the accused person be disclosed, except as required by law.

4.7 Liaison with the Community. The Senior Pastor shall be the sole spokesperson for the Church concerning the alleged abuse unless another person shall be jointly authorized to act as the spokesperson by any two of the following: (a) the Senior Pastor, (b) the associate pastor, (c) the chair of the personnel committee, and (d) the chair of the deacons. All inquiries concerning child abuse and neglect shall be referred to the appropriate spokesperson for response. This shall not relieve any person of the obligation to cooperate with the investigation of the alleged activity.



4.8 Suspension of Church-Related Duties. Any person accused of child abuse or neglect shall be suspended from all Church-related duties involving children, including, but not limited to, all childcare, teaching, transportation, or sponsorship duties. In the case of paid workers, the minister supervising such individual or, if required, the personnel committee shall determine the extent to which employment and compensation should be continued during the investigation based upon consultation with and the recommendation of the senior pastor and minister of the division involved. The personnel committee shall not be authorized to conduct an investigation of the incident but shall be allowed to monitor any such investigation and receive such confidential information concerning the incident as may be necessary for it to determine issues concerning continuation of employment and compensation.

4.9 Ministerial Care. The ministerial staff shall encourage and assist the child and parents in securing appropriate ministerial counseling, care, and support and third-party counseling. In the event the alleged abuse or neglect involves a member or employee of the Church, the ministerial staff shall encourage and assist the accused individual in securing appropriate pastoral care and support and third-party counseling. The ministerial staff shall be mindful of the potential for a conflict of interest and, if necessary, encourage and assist those involved in the alleged incident to seek ministerial care from persons not associated with the Church until all legal proceedings arising from or relating to the incident have been completed or it is determined that a conflict of interest no longer exists. All persons shall act towards the child, the parents, and the accused in accordance with the principles of Christianity at all times.

I have read and affirm that I will adhere to the Child Protection Policy as presented above.

Signature

Date

Minister to Students