

David and Kelly Cain, Captains  
Spokane County Coordinator/ Corps Officer



Douglas Riley, Commissioner  
Territorial Commander

Lyndon Buckingham  
General

Cindy and Tim Foley, Lt. Colonels  
Northwest Divisional Commander

William Booth  
Founder

Greetings -

We are so glad that you are interested in volunteering with us. Without individuals like you partnering with us, we wouldn't be able to help as many people as we do.

While filling out the volunteer application, please keep the following in mind so that yours can be processed in a timely manner:

- Read carefully through the documents. Make notes of questions you may have.
- Print so that others can read the information you give.
- Sign your name in all the blanks requesting a signature.
- After the background check is cleared, you'll be asked to complete our online training module "Know your Policies" which can be completed at home or in our office.

**About any questions, please feel free to call or email the Volunteer Coordinator at (509) 329-2721 or [MaryGayle.Johnson@usw.salvationarmy.org](mailto:MaryGayle.Johnson@usw.salvationarmy.org)**

Please complete the information below before working through the other documentation in this packet.

**Volunteer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason for Volunteer Service:**

\_\_\_\_\_ Desire to Serve  
 \_\_\_\_\_ School/Class Community Service  
 \_\_\_\_\_ Department of Corrections (DOC)

\_\_\_\_\_ Career Path Services  
 \_\_\_\_\_ Court Ordered  
 \_\_\_\_\_ Jurisdiction: \_\_\_\_\_  
 \_\_\_\_\_ Number of hours to complete: \_\_\_\_\_

With gratitude,

*Mary Gayle Johnson*

Human Resources & Volunteer Assistant  
The Salvation Army Spokane

**Office Use Only**

Access to Children: \_\_\_\_\_  
 Working w/ Children: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Hours Needed: \_\_\_\_\_

**CONSUMER REPORT / INVESTIGATIVE CONSUMER REPORT AUTHORIZATION DOCUMENT**

By signing below, I authorize The Salvation Army, a California Corporation ("TSA") to order consumer reports and investigative consumer reports for employment purposes, including independent contractor and volunteer engagements, from TSA's current consumer reporting agency ("CRA"), Sterling Infosystems, Inc. I understand that, to the extent allowed by law, TSA may rely on this authorization to order such reports for employment purposes from any CRA without asking me for my authorization again during any period of employment or engagement with TSA.

For the specific purpose of preparing consumer reports and investigative consumer reports for TSA, and *subject to all laws protecting my privacy*, I authorize the following to disclose to the CRA the information needed to compile the reports: law enforcement and all other federal, state, and local agencies; all courts; my past or present employers; learning institutions, including colleges and universities; and motor vehicle records agencies.

The nature and scope of the investigation sought is indicated by the selected services below: **(Employer Use Only)**

- Criminal Background Check (EE Hire)     Education Verification  
 Criminal Background Check (EE 2 YR)     Professional License /Certification  
 Motor Vehicle Record (MVR)                       Volunteer (For initial service and 2 YR)

<b>The below-requested information will be used for background screening purposes only.</b>		
Last Name	First Name	Middle Name
Other Name(s) (Alias) Used		
<input type="checkbox"/> Check this box if you have no middle name or initial		Email Address: _____
Social Security Number:		
Date of Birth:		
Driver's License Number (For MVR Reports):	N/A	State: N/A
Current Street Address		Apt.
City	State	Zip
<b>Authorization:</b>		
Signature:		
Date:		
<input type="checkbox"/> Check here to receive a free copy of your background check if you live or are applying for work in California, Minnesota, or Oklahoma.		

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment—or to take another adverse action against you—must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.

- The following FCRA right applies with respect to nationwide consumer reporting agencies:

**CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS	CONTACT
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group PO Box 53570 Houston, TX 77052</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106</p>

TYPE OF BUSINESS	CONTACT
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314
3. Air Carriers	Assistant General Counsel for Aviation Enforcement Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Division Regional Office
6. Small Business Investment Companies	Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
8. Institutions that are members of the Farm Credit System	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357

Print name above	Date above
Signature above	

***THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY BLANK.***

**CONSUMER REPORT DISCLOSURE DOCUMENT**

The Salvation Army, a California Corporation ("TSA"), will order a consumer report on you from a consumer reporting agency ("CRA") for employment purposes, including independent contractor and volunteer engagements.

The consumer reports may contain information concerning your character, general reputation, personal characteristics, and mode of living. To the extent allowed by law, the reports may contain information regarding: public records; credit history; driving records; verification of your prior employment, licenses, credentials, and education; government watch lists; address history; Social Security number validation; and other background checks.

Print name above	Date
Signature above	



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## GENERAL SAFETY RULES

- All employees shall report personal injury accidents and vehicle accidents to their immediate supervisor as soon as is reasonably possible.
- Report immediately any condition or practice you think might cause bodily injury or property damage. Each employee is responsible for reporting any and all unsafe conditions, unsafe practices or defective equipment to their supervisor.
- Obey all safety rules, signs, markings and instructions. Be familiar with those that apply directly to you. If you don't know, ASK!!
- If you are given instructions that you do not understand, ask questions rather than proceeding.
- "Horseplay", as it is commonly referred to, is absolutely forbidden.
- Drinking alcoholic beverages or using illegal drugs, whether it is on the premises or in a vehicle, is grounds for automatic dismissal from your job.
- Clothing which is suitable for the work situation is mandatory. Loose or baggy garments that can be caught in moving machinery are prohibited.
- When you find oil, water or any other liquid on the floor, it should be cleaned up immediately. The cause of the spill should be identified and repairs completed immediately. If it is beyond your control, notify your supervisor.
- All employees have a responsibility to participate in keeping the work area clean and free of accident hazards. Broken glass, pieces of wood, discarded pallets and other unsafe debris should be properly discarded by all employees.
- All employees shall keep aisles clear, refrain from stacking things on stairways and keep the areas in front of electrical panels free of materials at all times.
- Do not store or temporarily place any materials so that they block fire extinguisher, automatic sprinkler valves, sprinkler heads, emergency exits or other areas of important access.
- Do not operate any equipment that is not in a safe condition.
- Safety and personal protective equipment should be used when required and maintained in good condition.
- Ladders should always be used to reach high places. Do not stand on the top rung of any ladder. Do not climb on machinery or other materials. Do not stand on furniture, boxes or other unsafe items when attempting a task that is too high for your height. **USE ONLY THE PROPER LADDER.**

I, \_\_\_\_\_, have read and understood the above General Safety Rules  
(Employee/Volunteer/Beneficiary) PLEASE PRINT NAME

Rules of The Salvation Army on this date.

\_\_\_\_\_  
(Signature of Employee/Volunteer/Beneficiary)

on behalf of \_\_\_\_\_  
(Signature of Officer-in-Charge)

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**Code of Ethics for Working with Minors  
The Salvation Army Western Territory**

The Salvation Army personnel will conduct themselves in a manner that is consistent with the discipline and teachings of The Salvation Army within the course of their duties.

The Salvation Army personnel will do their utmost to prevent abuse and neglect among minors and vulnerable adults involved in army activities and services.

The Salvation Army personnel will not physically, sexually or emotionally abuse or neglect a minor or vulnerable adult.

The Salvation Army personnel will share concerns about inappropriate behavior or policy violations with their supervisor.

The Salvation Army personnel will obey the laws and report any suspected abuse or neglect of a minor or vulnerable adult whether on or off Salvation Army property, whether perpetrated by Army personnel or others, to the governmental authorities.

The Salvation Army personnel understand that The Salvation Army will not tolerate abuse and agree to comply in spirit and in action with this position.

The Salvation Army personnel will accept their personal responsibility to protect minors and vulnerable adults from all forms of abuse.

The Salvation Army personnel will do their utmost to use all opportunities to be a source of help to families in which abuse and neglect of a minor or vulnerable adult has become a problem.

The Salvation Army personnel will be transparent in ALL of their communications with minors, be they electronic or in person: understanding it is their responsibility, as the adult, to find ways to build that transparency and accountability into ALL of their interactions with minors.

**Acknowledgement**

I have attended an orientation that describes and explains the *Protecting the Mission* Policies adopted by The Salvation Army on January 1, 2003. I understand the policies and voluntarily agree to abide by these policies and conduct myself in complete accordance with them.

Please Print

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

**Policies and Code of Conduct for Use of Social Media and Other Electronic  
Communication with Minors**

**A. INTRODUCTION AND RATIONALE**

The Salvation Army values the power of social media and other forms of Electronic Communication to spread the gospel, facilitate the provision of services, encourage holy living, and promote the community-building activities of its members and supporters.

The Salvation Army is also concerned with the safety of Minors in the constantly changing technological landscape, which presents both great opportunities and serious risks to Minors and the officers, cadets, employees, volunteers and others who work with and serve Minors through Army programs, events and functions.

The following Policies, together with all other applicable laws, regulations, and Army policies, apply to all Electronic Communications by Salvation Army Personnel through Electronic Resources. Failure to comply with any of the provisions of these guidelines is grounds for discipline, up to and including the termination of employment or dismissal, as the case may be.

For purposes of this Policy:

- A "Minor" is a person under the age of 18 years of age whom Salvation Army Personnel contact in their capacity as Salvation Army Personnel, except that the Policies and Code of Conduct below shall not apply to a Minor that is related to that member of Salvation Army Personnel;
- "Electronic Communications" includes all communication utilizing an electronic device (e.g., phones, computers, tablets or any similar devices);
- "Electronic Resources" includes the following: (a) all servers, information systems, back-up media, desktop and laptop computers, mobile devices (e.g., smartphones and tablets), Internet access, intranet, telephones, voice mail, fax machines and scanners and other electronic storage and communications devices and systems that are owned, leased or paid for by The Salvation Army; (b) all Electronic Communications sent or received using The Salvation Army's Electronic Resources; and (c) all activities using any third-party communications service, such as cell phone, text messaging, or instant messaging services, for which The Salvation Army is the subscriber or for which The Salvation Army pays directly or indirectly through reimbursement to an employee.
- "Salvation Army Personnel" includes officers, cadets, employees, volunteers, trainees, and other persons that work with or serve Minors through Army programs, events, and functions.

**B. POLICIES AND CODE OF CONDUCT FOR SALVATION ARMY PERSONNEL**

1. All Salvation Army Personnel must acknowledge receiving, reading and understanding the requirements of this Policy before they are permitted to work with Minors in Army programs, events or functions.
2. Unless the Secretary for Personnel or his or her designee approves an exception, Electronic Communications with Minors should only be carried out through an official Salvation Army social media presence, such as an organizational social networking account, an official Facebook page, or through a Salvation Army email address. Any Salvation Army social networking account used by Salvation Army Personnel to communicate with Minors must be approved by, and is subject to monitoring by, The Salvation Army.
3. Salvation Army Personnel may not conduct Electronic Communications with Minors via (SMS) text messages or other similar form of electronic messaging or communication. In the event of a report or concern that communications prohibited by these Guidelines or Code of Ethics has occurred, the individual whose signature appears below consents to giving The Salvation Army to access to his or her electronic device(s) and related records for the purpose of determining whether a prohibited communication has occurred.
4. Local units may set up organizational accounts on social network sites that participants may join for news and updates on program-related information and activities. Corps officers and other program leaders must be given the necessary user names, passwords, and permission to access and administer such accounts and will have the ability to monitor the accounts at any time. Salvation Army Personnel will comply with the National Minute entitled "Internet Blogging/Podcasts and Web Communities" (as it may be amended or superseded) with respect to all such accounts.
5. The Salvation Army is committed to maintaining transparency and monitoring appropriate content of all Electronic Communication. Electronic messaging should primarily be utilized to communicate with youth about specific program-related information. All ministry communications, (i.e. prayer requests) between Salvation Army personnel and Minors are subject to monitoring by authorized Salvation Army representatives.
6. Prior to any Electronic Communication with a Minor, the parent or guardian of the Minor must give written consent to any such Electronic Communication which should include a description of the nature and purpose of the Electronic Communication. The parent(s) or guardian(s) of the Minor program participants must be invited to participate in social media groups or pages.
7. Personal identifiable information, photos or videos of Minors will not be included in Salvation Army social media groups or pages unless prior written permission is given by the Minor's parent or legal guardian. Only first (given) names of Minors should be used to identify Minors in photos or videos.
8. Electronic messages must not be unlawful, obscene, discriminatory, or intended to threaten, intimidate, abuse, harass, or bully another person. Discriminatory messages include any words or images that contain sexual implications; racial slurs; or

negative comments regarding age, gender, sexual orientation, religious or political beliefs, national origin or disability, or any other protected characteristic. The Salvation Army will not tolerate, and reserves the right to remove, any harmful, derogatory, defamatory, obscene or otherwise potentially embarrassing content from Salvation Army organizational accounts, and to block any individual from access to a website or social networking group from Salvation Army Electronic Resources in its sole discretion.

9. Salvation Army Personnel must not intentionally exchange, transmit, solicit, or receive and retain any sexually explicit material in writing, images, video, audio, or any other form on Salvation Army Electronic Resources or on an official Salvation Army social media presence. Any Salvation Army Personnel who inadvertently receives such sexually explicit material must follow the steps prescribed in the "Responding and Reporting" section below. Salvation Army Personnel must not transmit any sexually explicit material to a minor, regardless of whether the material is transmitted from Salvation Army Electronic Resources or an official Salvation Army social media presence. Moreover, such a transmission may violate federal and state criminal laws. The transmission of any sexually explicit material to a minor is also considered child sexual abuse within the meaning of The Salvation Army's National Policy Statement on Sexual Abuse of Children. Any sexually explicit image of a minor is child pornography and subject to applicable child pornography production, possession and distribution laws.

10. Upon the termination by Salvation Army Personnel of their relationship with The Salvation Army, no further Electronic Communication may be made with a Minor in the name of The Salvation Army.

#### C. TRAINING OF SALVATION ARMY PERSONNEL

Prior to working with Minors, Salvation Army Personnel should be trained with respect to the Policies and Code of Conduct in accordance with the minimum training requirements established by the Protecting the Mission department. Retraining should be performed when substantive changes to the policy have been made or as the local unit deems appropriate or necessary.

#### D. EDUCATION OF MINORS

1. Minors involved in Army programs should be made aware of applicable Policies and other safeguards and requirements before being allowed to use Salvation Army computers or participate in Electronic Communications with Salvation Army Personnel.
2. Minors should be told that any sexually explicit image of Minors is considered child pornography, even if the minor created the images him or herself, and that, any persons in possession of these images, including the minor himself or herself, may be subject to child pornography production, possession and distribution laws.
3. Minors should be told Electronic Communications are not confidential, and that use of Salvation Army computers is monitored.
4. It is the responsibility of Salvation Army Personnel to build transparency and accountability into all of their interactions with Minors. Salvation Army Personnel will inform Minors that Electronic Communications may be monitored by authorized Salvation Army Personnel.

E. INTERNET SAFETY RESOURCES

1. For Parents, Children and Educators: [netsmartskids.org](http://netsmartskids.org) (Safe Internet Usage: National Center for Missing and Exploited Children)
2. [Internetsafety101.org](http://Internetsafety101.org) (Enough is Enough organization)

F. RESPONDING AND REPORTING

Knowingly sending, soliciting, or receiving and retaining any sexual image of a minor or sending any sexually explicit images or words to a person under 16 year of age is a crime under Federal law.

Salvation Army Personnel who discover that sexual images are being transmitted between or to Minors must immediately report this to Salvation Army leadership and to the appropriate governmental or law enforcement agency as may be required by law.

Any Salvation Army Personnel receiving any sexual image of a minor on a computer, cell phone, hand-held device, or other electronic means owned or provided by The Salvation Army should take the following steps immediately:

1. Close the image (Do not delete, forward or show to anyone else).
2. Contact your Salvation Army leadership and report what happened.
3. Contact your local law enforcement and make a report about what happened.
4. Understand you may need to surrender the computer, cell phone or hand-held device to law enforcement.

**Acknowledgment**

I acknowledge that I have received a copy of the *Policies and Code of Conduct for Use of Social Media and Other Electronic Communication with Minors*, which I have read and understand. I further understand I am required to comply with all of the duties and obligations, set forth in the Policies and Code of Conduct (as it may be amended or superseded) as they relate to Electronic Communications with Minors.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Position: Volunteer

Corps/Unit: Spokane Citadel Corps



THE SALVATION ARMY - NORTHWEST DIVISION

# Volunteer Emergency Information



Volunteer's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

In case of emergency, please notify \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

If person named above is unavailable, please contact \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_