

**PAS**  
**Paranormal Awareness Society, Corp.**  
• To Cultivate Awareness & Understanding •

A 501(c)3 Non-Profit / Charitable Organization

www.ParanormalAwarenessSociety.org • paranormalawarenesssociety@gmail.com

**MEMBERS APPLICATION**

**Sarasota**

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(PLEASE PRINT CLEARLY)

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

**REQUIREMENT – Are you able to commit:**

To completely read and learn the Research & Investigation Guidelines? \_\_\_\_\_

To your continued paranormal education, including monthly training? \_\_\_\_\_

To regular assignments? \_\_\_\_\_

To examining the evidence from clients when requested? \_\_\_\_\_

To provide your own transportation? \_\_\_\_\_

What do you want out of your experience with PASC?

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Have you ever been a member of another paranormal group? Yes \_\_\_\_ No \_\_\_\_

If Yes, please provide the name: \_\_\_\_\_

Have you had any paranormal experience? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

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Do you have any paranormal abilities? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

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What other experiences or abilities can you bring to contribute to PASC? \_\_\_\_\_

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Members **must** perform their duties as follows:

PASC Members Code of Conduct (CC)

(For your convenience, the updates are on bold on the pertaining paragraphs, with their revised dates on top.)

©2007-2008 - (Revised 02/05/08)

Effective September 1, 2007

CC #1 - Revised 01/08/08

1. Attendance to all meetings is required unless notice is given of absence. PASC holds only one team meeting a month, please make every effort to attend or notify PASC of not being able to attend. It will be necessary to get with PASC about what had occurred during that meeting to get the missed information. Attendance to all meetings and events must be punctual. **If you are late to any event, meeting, training, etc. it will be posted on the Attendance Log. If you are driving other PASC members with you to any event you must give yourself ample time to always arrive on time; carpooling is not an excuse to be late. If you arrive late at an investigation you will not be allowed to participate and you will be asked to leave. Only special circumstances are allowed which has to be addressed in advance and be approved by the Upper Management. A continuous punctuality issue will be addressed with a disciplinary action.** Attire for the meetings is casual and comfortable, unless otherwise instructed to wear PASC uniform.

CC #2 - Revised 12/22/07

2. Wear the proper PASC uniform to all investigations, events, and public functions. This uniform includes, PASC shirt, black pants or blue jeans *only*, PAS ID, closed toe shoes (may be dress shoes, boots, sneakers, etc.). All uniform items must be clean and not ripped or torn, professional appearance at all times is mandatory. Any variation in the PASC uniform must be approved by the Founder or President of PAS, Corp. Team members are required to supply their own personal sized flashlight. Any lost or damaged shirts or ID's have **a replacement cost of \$10.00 for ID's and \$25.00 for Polo shirts.**
3. Exhibit professionalism whenever representing PASC. Do not conduct personal investigations in PASC uniform. Understand that if you are investigating a cemetery or any private property at night without permission, you are committing a crime. PASC will not be held responsible for these actions. If there is a certain site you want to investigate, please contact the Case Manager to make it a sanctioned PASC investigation.

CC #4 - Revised 01/09/08

4. Be respectful towards all PASC members and management. Any issues concerning PASC, it's members or management, must be immediately directed towards the Founder or President of PASC. We are a professional organization and will not tolerate any gossiping or negative discussions concerning PASC or it's members. If you are given an assignment or asked to do something by a member of management, please respect them and do as you are asked. This assignment is as if the President of PASC gave the order. If you are given an assignment that you are uncomfortable with or unable to perform, please refuse the assignment and bring to the attention of PASC Upper Management immediately. **When a PASC Manager is conducting a training you must be respectful and refrain from interrupting. If you are attending a training session and you disrupt the class you will only receive partial completion and you will need to have a separate make up session to compensate. Also, you must never debate any disagreement with him/her during a training session; it reflects a negative image not only towards PASC but disrespect towards the training manager, etc. Any disagreement must be**

**discussed after the training, etc. and away from the public view. It would be important to mention that if at any time you are given some confidential information from the Upper Management and asked not to divulge it with anyone else that it is kept in that manner. PASC depends on reliable and trustful members and as any other organization or corporation the respect towards others requests, including the Upper Management, must be shown.**

5. Be compassionate and caring for the clients. Do not discuss your personal paranormal experiences with the clients. This may cause to clients to create inaccurate facts in their case. Be sure to give truthful answers, do not guess. If the answer is unknown, refer it to a member of Management for help.

CC #6 - Revised 10/01/07

6. Be free from alcohol, prescription pain relievers, or mind-altering prescription medication for at least 8 hours prior to an investigation. **Also, refrain from high-energy drinks with high concentration of caffeine, even though they are natural they alter your ability to think and responsibly perform your job.**
7. Drug usage will not be tolerated under any circumstances and is cause for immediate dismissal from PASC.
8. Any media inquiries must be directed to PASC Upper Management, the PR Manager, or Marketing Manager immediately. We do encourage our members to be involved with the media, however, we want a member of Management present to ensure proper information is available.

CC #9 - Revised, all New 01/29/08

9. **Within fourteen (14) days of inactivity in PASC (meetings, investigations, events, training, etc.), you will receive a Verbal Warning. Within thirty (30) days of inactivity in PASC, you will receive a Written Warning. Forty Five (45) days of inactivity, you will be automatically dismissed from PASC. Within ninety (90) days of inactivity you have the right to request reinstatement.**
10. During an investigation, any accidental noises must be documented on paper, and/or on a recording device. For example, doing EVP or video work.
11. Make all team members and Management aware of any unsafe conditions. If there are any unauthorized persons in the investigation area, remove yourself immediately and notify Management.
12. All investigators must work in teams. We utilize the buddy system for your safety. If you are not comfortable working with someone, please notify Upper Management immediately. Please stay with the team member you are assigned to and in the area you are assigned until you are relieved or moved by Management.
13. Any personal equipment brought or used on an investigation, is your sole responsibility. If you loan the equipment to another team member it is your responsibility to ensure that it is returned. PASC will not be responsible if it is lost, stolen, or damaged. Please send a copy of *all* photos, etc., to PASC within 24 hours of the investigation. A written investigators report must be submitted to PASC within 72 hours of completion of the investigation. If you miss any of the above you will be excluded from further investigations until you comply with PASC's regulations. Please provide PASC with the information on all equipment used (Model/Type/# of Exposures/Images, Film Speed, etc.).

14. If you are sick, disoriented, or for any reason don't feel you are well, it is best to miss the investigation. Please notify PASC of not attending. We don't want any harm to come to any of our members.
15. We encourage a prayer of protection being done privately for your protection prior to entering or leaving the site of the investigation. PASC does not discriminate against any beliefs and enough time and/or opportunity will be given for you to do so.
16. All research assignments must be completed by the due date and as complete as possible. If this project is going to take several months to complete, please submit a monthly research report updating findings, progress, and any other pertinent information to the research manager and PASC on a monthly basis.
17. All volunteer hours must be submitted to PASC on a monthly basis. This will run from the 1<sup>st</sup> to the end of the month. Any hours working for PASC, research, etc. are counted. PASC meetings do not count as volunteer hours. Please track your mileage to and from any PASC meeting or function. You may write this mileage off on your taxes. It is the quality of hours that you can provide for PASC as a member that is appreciated.
18. All new members of PASC will be voted on by members of Management for acceptance. Any promotions or dismissals from PASC, will also be voted on by members of Management. Any changes in PASC policies and/or procedures will be voted on by members of Management. PASC Upper Management does reserve the right to override any decision or votes.
19. Examination of evidence is to be completed by PASC members at PASC HQ the day after the investigation. The time will be determined prior to the investigation. Any member who wishes to examine their evidence at home, must adhere to PASC regulations concerning turning the evidence over or the privilege will be lost. All members are required to participate, which is one of the required items in the Members Application.

CC #20 - Revised 01/29/08

20. **All new PASC team members are required to attend at least one training session prior to going on an investigation.** All PASC members are required to complete the monthly training session. Whether on the training day or a make-up session to be determined.

CC #21 - Revised 12/22/07

21. All PASC members are required to RSVP for all meetings and events. If you say you are attending and don't show up, then PASC will have to institute disciplinary action. The Upper Management will consider not responding to any RSVP as if the member is not interested in following any of the rules mentioned on the Code of Conduct and not committed to PASC. **Beginning January 1st, 2008, after the third (3rd) RSVP with no response we will begin to implement the disciplinary action below for the RSVP issue.** Responding to RSVP all the time to state you are not participating in anything does not constitute you will be exempt from any disciplinary action. The point to becoming a PASC member is to "participate." PASC cannot afford "dormant" members that cannot be dependable to help us grow. PASC rather sees you leave and then come back when you are ready.

CC #22 - New 01/29/08

22. **Any procedures or techniques that are performed prior or during an investigation other than the standard investigation techniques need to be discussed in advance with Bill and Lourdes.**

CC #23 - New 01/29/08

23. **Due to the PASC busy schedule, meetings, training and examination of evidence are set to begin and end at a given time and we need to adhere to it. We must refrain from unnecessary interruption not relevant to the subjects above-mentioned once they've began.**

CC #24 - New 01/29/08, Revised 02/06/08

21. Any change of venues, no managers should take it upon themselves to make the corrections and send them to all the PASC members. The proper procedure is to contact Bill and/or Lourdes, inform them of the changes and to let them send any emails or corrections to all the PASC members. **Unless authorized, do not send any emails in relation to any PASC venues to all members. Sending emails to all PASC members for any related venue or issue are ONLY reserved for Bill and Lourdes. Any pending issues that need to be addressed must be sent to Bill and Lourdes and as any corrections, they will handle any email follow ups.**

CC #25 - New 01/30/08

24. **It is the responsibility of every PASC member to visit the "Members Only" web pages on a regular basis. We suggest that every member visits this site at least once a week. These pages have been designed with the intention of providing all PASC members important information, including but not least any updates on Code of Conduct, management description and information, upcoming meetings, research guidelines & current research list, the Research & Investigations Guidelines, training, volunteer hours, etc. PASC will only email for upcoming investigations and any other non-schedule issues.**

**SUGGESTION: Make use of your regular (personal/business) Calendar to remind yourself of PASC schedule.**

**Violations of PASC regulations will be as follows:**

See CC #9

**PASC Chain of Command**

1. Bill Metz, Founder (Upper Management)
2. Lourdes Metz, President of PAS, Corp. (Upper Management)
3. Department Managers (Case, Marketing, PR, Training)
4. Any Manager assigned to run a particular event or project, will be the one in charge of that event, no matter who is present.

# PAS BRIEFING

(Revised 12/16/07)

The purpose of the **Paranormal Awareness Society, Corp. (PASC or PAS)** is to educate and assist the public in all related paranormal fields. PAS conducts seminars, investigations at clients requests, and meet on a regular basis.

We sift the evidence and compassionately guide our clients to a comfortable level, giving them the confidence to seek the proper guidance when a haunting is present. PAS offers continued support as requested by the clients for as long as they need it.

**PAS does not discriminate on religious belief, but enforces onto its members complete professionalism, confidentiality, the utmost respect to its clients and other members, and continued education in the paranormal field - which is mandatory.**

PAS motto is Research-Investigation-Conclusion. *No investigation is left behind without closure or without continued support.*

\_\_\_\_\_  
Member Name *(please print)*

\_\_\_\_\_  
Member Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Signed

\_\_\_\_\_  
PASC Officer *(please print)*

\_\_\_\_\_  
PASC Officer Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Signed

When reproducing, please print two sets,  
sign both and give the second set to PASC Management at the orientation meeting.