



Dear Volunteer,

Per the Diocese of Rochester, C.A.S.E training, without any exceptions, is mandated for all volunteers working with children, youth and/or vulnerable adults.

C.A.S.E. training has three components that must be completed prior to volunteering: (C.A.S.E. is valid for three years once all three components are completed)

1.) A Background Check (See 'Background Check Notification and Authorization for Volunteers' form) in which you give your consent to check your records from the following departments:

- Department of Corrections
- Social Security (to verify you are who you say you are)
- Sex Offender Registry (Both Local and Federal)
- The Background check does NOT include a Credit bureau check

Volunteer Drivers Only: An Annual Department of Motor Vehicles background check is required for volunteers who are providing transportation for children, youth or vulnerable adults. (Please note: Your CASE training must be current in in order to be eligible to volunteer drive. Volunteer drivers are not permitted to volunteer drive once their CASE Training expires, even if their DMV check is current. No exceptions)

Please hand in your completed and signed Background Check Notification and Authorization for Volunteers along with a copy of your Driver's License or Birth Certificate or Passport (used to verify your date of birth) as soon as possible as it takes 7 – 10 days for RBA to process Background Checks.

2.) A Code of Conduct (See 'Volunteer Code of Conduct for Adults' form) which you sign to affirm that your first obligation is to be a good example to our children, youth and vulnerable adults as well as follow all the rules and guidelines of being a volunteer.

3.) C.A.S.E Training: C.A.S.E Training can be done in person OR online. If you are doing your C.A.S.E. Training online, please hand in a copy of your Driver's license or Birth Certificate or Passport with your paperwork.

In person C.A.S.E. Training, classes are offered quarterly throughout the year. Please bring an original or copy of your Driver's license or Birth Certificate or Passport with you to class in order to verify your date of birth.

Please do not hesitate to contact me if you have any questions or concerns about C.A.S.E. Training. My office is located in the Faith Formation Office in the St. Kateri School building.

Sincerely,

Corynn Shaw/CASE Coordinator Phone: 544-8889 Ext 3403, email: corynn.shaw@dor.org)

DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

**BACKGROUND CHECK
NOTIFICATION and AUTHORIZATION for VOLUNTEERS**

PREFACE

In response to the issue of sexual abuse of children by those in the employ of the Church, the United States Bishops in 2002 adopted the *Charter for the Protection of Children and Young People*. One of the provisions of the *Charter* calls for each diocese in the country to implement checks to determine if a current or prospective volunteer who works with minor children and youth has a criminal record or is listed on any sex offender registry. The Diocese extends that protection to vulnerable adults too. Because these checks are conducted on behalf of the Parish/Diocese by a third party they are subject to the Fair Credit Reporting Act; however, these checks **do not** seek information related to an individual's credit history or credit worthiness. The purpose of the check will be to verify the individual's identity and to ascertain if there is any previous criminal record. **A report on your credit history will not be requested or obtained.**

It is important to note that the purpose of this authorization form is to obtain background checks to help maintain a safe environment for children, young people and vulnerable adults. In order for these record checks to occur, the authorization must be signed. The Fair Credit Reporting Act provides the opportunity to address any negative information gained as a result of the background check. In addition, by signing this authorization the individual does not waive any rights under the Fair Credit Reporting Act.

A. NOTIFICATION THAT A CONSUMER REPORT MAY BE OBTAINED

In compliance with the Fair Credit Reporting Act, 15, U.S.C. §1681 et seq., as amended, and applicable state law, this notice is to inform you that a consumer report may be obtained in connection with your volunteer service at St. Kateri Tekakwitha Parish/ Rochester, NY
Name and location of parish/institution

The Fair Credit Reporting Act includes within the definition of consumer reports such documents as credit bureau reports, motor vehicle records, sex offender records, and criminal records.

B. AUTHORIZATION TO OBTAIN CONSUMER REPORT

By signing below, I certify that I have received written notification that St. Kateri Tekakwitha/Rochester, NY
Name and location of parish/institution
or its agent, RBA Staffing, may obtain information for a consumer report including checks of public records relating to criminal convictions, sex offender records and data associated with my Social Security Number available through credit bureaus in order to verify my Social Security Number and motor vehicle records.

I authorize St. Kateri Tekakwitha/Rochester, NY *or its agent, RBA Solutions, to obtain such a report*
Name and location of parish/institution
for use in connection with my volunteer service.

This authorization does not include authorization to obtain a report on my credit history or credit worthiness.

I hereby authorize St. Kateri Tekakwitha Parish/Rochester, NY or its agent, RBA Staffing,
Name and location of parish/institution
to contact the individuals, employers, and organizations referenced in my application and I also authorize those individuals, employers, or organizations to provide the St. Kateri Tekakwitha/Rochester, NY or its
Name and location of parish/institution
agent, RBA Staffing, with any and all information regarding general character and fitness for volunteer service.

Signature of Volunteer

Date

DIocese OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

**BACKGROUND CHECK
RELEASE OF CLAIMS**

I hereby release all parties, including RBA Staffing, from liability for any damage that may result from furnishing such information to St. Kateri Tekakwitha Parish/Rochester, NY
Name and location of parish/institution

By this release I do not relinquish my rights under the Fair Credit Reporting Act.

Volunteer Information

| | | |
|--------------------------|------------------------|------|
| Applicant's Name PRINTED | Social Security Number | Date |
|--------------------------|------------------------|------|

| | |
|--|------------------------------|
| Other last names/alias/AKA's used in last 7 years* | Applicant's Date of Birth *+ |
|--|------------------------------|

**(Utilized for criminal and academic checks only)*

Please list all States that you have lived in within the last seven (7) years including the current one.

| City | State | Years of Residency | |
|------|-------|--------------------|-----|
| | | From: | To: |
| | | From: | To: |
| | | From: | To: |
| | | From: | To: |
| | | From: | To: |

NYS Department of Motor Vehicles (DMV) check required:

Yes No

Driver's License # _____

State _____

X _____
Signature of Volunteer

X _____
Date

Verification of birth date (Parish / Institution representative must verify birth date by checking one of the following forms of identification and signing below).

Driver's license

Birth Certificate

Passport

****OFFICE USE ONLY**

** _____
Signature of Parish/Institution Representative

** _____
Date

****Office staff sign here after verifying Birth Date on one of the forms of ID listed and provided by the volunteer)**

DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

VOLUNTEER CODE OF CONDUCT (For Adults)

Children, youth and vulnerable adults are important gifts entrusted to us by God. I recognize my first obligation is to give a good example of charity, kindness, and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to children, youth, or vulnerable adults.

Volunteers shall

- Understand that the only appropriate relationship as a volunteer is that of adult volunteer minister, not friend or peer to a child or youth.
- Establish and maintain safe environments by preserving appropriate boundaries with children, youth, and vulnerable adults.
- Witness in all relationships the chastity appropriate to one's state in life, whether ordained or lay, married or single.
- Treat each person with respect, charity, patience, courtesy, dignity, and consideration.
- Immediately report any suspected abuse to the **staff person** in charge (immediate supervisor).
- Cooperate in any investigation of suspected abuse of children, youth, or vulnerable adults.
- Be familiar with and follow pertinent safety policies, including but not limited to Creating a Safe Environment (CASE).
- Participate in appropriate training as required by supervisor.
- *Work in pairs or as part of a team when working with children, youth, and vulnerable adults.
- *Utilize a "buddy system" with children, youth, or vulnerable adults so that children, youth, and vulnerable adults are not alone with adult volunteers at church activities.
- Maintain sleeping quarters for adults separate from children/youth/vulnerable adults. Never share a bed with a child, youth, or vulnerable adult.
- Use only communications technologies that are "one-to-many" when working with children, youth, or vulnerable adults. Forbidden one-on-one contact includes, but is not limited to, cell phones, social networking sites and their internal private messaging tools (inbox), text messaging, instant messaging, chat, and email. When responding to a personal message, copy your response to your immediate supervisor.
- *Meet with children, youth, or vulnerable adults in public places or on church property.
- Use the internet as a resource for programs, but do not access, download, or share obscene or inappropriate material, chain letters, jokes, etc. with children, youth, or vulnerable adults.
- Gifts **given** by volunteers to children, youth, or vulnerable adults should be "tokens," not expensive or inappropriate.
- Gifts **received** by volunteers from children, youth, or vulnerable adults should be tokens, not expensive or inappropriate. Gifts may only be received with validated approval of the pastor, pastoral administrator, or principal.
- Use positive reinforcement with children, youth, or vulnerable adults rather than criticism, competition, or comparison.
- Employ appropriate conduct, speech, and dress.

Volunteers shall not

- Use, possess, or be under the influence of alcohol and/or illegal drugs while responsible for children, youth, or vulnerable adults at any church activity or event.
- Smoke or use tobacco products in the presence of children or youth.
- Engage in sexual harassment of a child, youth, or vulnerable adult.
- Strike, spank, shake, or slap a child, youth, or vulnerable adult.
- Humiliate, ridicule, or degrade a child, youth, or vulnerable adult.
- Touch a child, youth, or vulnerable adult in a sexual manner.
- Expose a child, youth, or vulnerable adult to pornographic or obscene material in any format.
- Use profanity in the presence of a child, youth, or vulnerable adult.
- Use any form of discipline that humiliates a child, youth, or vulnerable adult.
- Host in their homes children, youth, or vulnerable adults whom they have met through their volunteer activities singly or in groups.

* Those visiting the homebound (unrelated parties) may be friends with those who are visited. While it is preferable that visitations be made by teams of two, pragmatically this practice might not be possible.

Name

Signature

Ministry Area - What are you volunteering for?

Date

Email

Address

Phone