

ST. LAURENCE CATHOLIC SCHOOL VOLUNTEER SHEET

INSTRUCTIONS FOR DIOCESAN REQUIRED SAFE ENVIRONMENT FORMS

Thank you so much for volunteering to help in some capacity at St. Laurence Catholic School. We truly appreciate your commitment to our students. The Diocese of Rockford requires that all of our volunteers complete the following elements of the Diocesan Safe Environment Program which protects all students safety and well being at all times. Below you will find detailed instructions to follow for each task. Each document is provided in PDF format for you to download and read at your convenience. Do not hesitate to call the school office at 847-468-6100, if you have any questions.

1. *Protecting God's Children instruction sheet* - Please consult the information sheet on how to access this program online and follow the instructions. You will need to print the *Certificate of Completion* at the end of the program and return it to St. Laurence.

2. *Diocese of Rockford Guidelines for Those Working with Youth*. Please read through this document. You will need to print out and complete the Receipt Acknowledgement on page 8. This sheet needs to be returned to St. Laurence.

3. *Diocese of Rockford Sexual Misconduct Norms* - Please read through this document. You will need to print out and complete the Volunteer Receipt Acknowledgement on page 27. This sheet needs to be returned to St. Laurence.

4. *Code of Pastoral Conduct* - Please read through this document. You will need to print out and complete the Volunteer Acknowledgement on page 15. This sheet needs to be returned to St. Laurence.

5. *Diocesan Code for the Pastoral Use of Technology and Social Media*. Please read through this document. You will need to print out and complete the Receipt Acknowledgement on page 5. This sheet needs to be returned to St. Laurence.

6. *DCFS Acknowledgement of Mandated Reporter Status* - Please print out and complete this document. This sheet needs to be returned to St. Laurence.

7. *Authorization to Conduct Background Check* - Please print out and complete this document. This sheet needs to be returned to St. Laurence.

8. Upon completion of all 7 documents, please bring the complete set to the school office. In addition, please bring \$10.00 to cover the cost of the background check.

Thank you again for your support of St. Laurence Catholic School! ☺