



St. Michael the Archangel Volunteer Application

Thank you for offering to volunteer with the children and youth of our parish and school. Volunteers are indispensable to our programs. Because you will be working with our young people, we require some basic information. Please fill out the information below and return this form to Kollene Caspers, Safe Environment Coordinator, at the school office, parish office or by email: smsafe@saintmichael-cd.org

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY ZIP

Phone _____ Please indicate (cell) (home) (work)

E-mail _____

Current Employer: _____

Areas where you would like to volunteer: ___Preschool ___School ___Athletics (SMAA)

___Religious Ed/PSR ___High School Youth Ministry ___VBS ___Parish ___Boy/Cub Scouts

___Girl Scouts ___Knights of Columbus ___Choir ___Children's Liturgy of the Word ___Festival

Other _____

For Office Use only:

Date of Protecting God's Children: _____ Location: _____

Date Fingerprinted: _____

Transaction Number: _____ BCII _____ FBI _____

Signed Volunteer Conduct: ___ Photo ID ___ Date of last volunteer service _____

VOLUNTEER CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this **Volunteer Code of Conduct** as a condition of providing services at St. Michael School & Parish.

As a volunteer, I will:

- Complete the requirements of the St. Michael School and Parish Safe Environment Policy, including in participating in the Protecting God's Children training course and completing a BCI/FBI background check.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Work and communicate in pairs (**two-deep ministry**) or groups, avoid situations where I am alone with children and/or youth at School and Parish activities. Never meet alone with children.
- Communicate only through Professional Ministry phones, email accounts, physical address or other public platforms.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Refuse to accept and refrain from giving expensive gifts from/to children and youth without prior written approval from the pastor or administrator and/or from the parents or guardians.
- Pre-schedule & receive permission from proper St. Michael School and Parish office authority, to use the School and/or Parish facilities prior to needed usage.
- Use keys to School and/or Parish property to enter only at prescheduled times or with permission from the proper St. Michael School and Parish office authority.
- Report suspected abuse to the pastor, principal and/or any appropriate administrator or supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Represent Catholic Doctrine while in the care and custody of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the care & custody of children and/or youth, nor use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Initiate a one on one private communication with a minor, nor interact with or engage children and youth through personal phone, email, physical address or social media.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious health situations)
- Strike, spank, shake, or slap children and/or youth in a sexual or other inappropriate manner.
- Humiliate, ridicule, threaten, or degrade children and/or youth or use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Use my cellphone while driving as a volunteer for the school or parish.
- Engage in a physical, sexual or romantic relationships with a child and/or youth.

I have read and understand the above Code of Conduct. I understand that any action inconsistent with this Code of Conduct or failure to act mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth. I also agree to attend a "Protecting God's Children" session and submit to background checks.

Name

Signature

Date