

C.A.S.E. Paperwork Check List:

Please have the following completed three weeks prior to the event you wish to volunteer for

Did I Remember to...

- Read and Complete my Volunteer Code of Conduct form then sign and date it?**
- Read and Complete my Background Check form in entirety then sign and date it?**
- Include a copy of my Driver's License, Birth Certificate or Passport?**
- Complete my C.A.S.E Training either online or in person?**
- If you completed your C.A.S.E Training ONLINE, you must print out and submit a copy of your Certificate of Completion and a copy of your completed test questions.***

CRIMINAL RECORD 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 criminal record 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. Catherine of Siena RC Church.
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. Catherine of Siena RC Church
Name and location of parish/institution
or its agent, RBA Staffing Solutions, 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. Catherine of Siena RC Church or its agent, RBA Solutions, to obtain
Name and location of parish/institution
such a report 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. Catherine of Siena RC Church or its agent,
Name and location of parish/institution
 RBA Staffing Solutions, to contact the individuals, employers, and organizations referenced in my application and I also authorize those individuals, employers, or organizations to provide the St. Catherine of Siena RC Church or
Name and location of parish/institution
 its agent, RBA Staffing Solutions, with any and all information regarding general character and fitness for volunteer service.

I hereby release all parties, including RBA Staffing Solutions, from liability for any damage that may result from furnishing such information to St. Catherine of Siena RC Church.
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
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Other last names/Alias/AKA's used in last 7 years*	Applicant's Date of Birth **
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**(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 _____

Signature of Volunteer *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

Signature of Parish/Institution Representative *Date*

How to Access Creating a Safe Environment (CaSE) Online Training

Volunteers completing Initial Training or Re-Training use the same login information.

Parish/Community: St. Catherine of Siena - Ithaca

Username: IT267

Password: initial

To access CaSE Online, follow these steps:

1. Open web browser, and enter <http://ec.dor.org> (There is no www.)
2. Click on the button outlined in Red, "Creating a Safe Environment for Volunteers"
3. Click the Red button for First-Time Training, or Blue for Re-Training.
4. Enter Log-In Information shown above.

Need help? Call Ashley Blank at 607-257-2493 or Ashley.blank@dor.org

Instructions for Online CaSE Training:

- Only one volunteer may take the Quiz at a time. Two volunteers taking one quiz is not allowed.
- Use a desktop or laptop computer (PC ONLY - NOT compatible with Mac computers). Do not use tablets or mobile devices.
- *Use the latest version of Internet Explorer.* (Google Chrome, Mozilla Firefox and Safari do not support Flash & Java.)
- Users must have Adobe Flash and Reader installed on their computer. This free software can be found at <http://www.adobe.com>.
- Users must disable their web browser's pop-up blocker.
- Users must be using a computer connected to a printer to print CaSE Certificate, Quiz Results, and Code of Conduct. If there is no access to a printer, users may either save the files as a pdf, take a Screen Shot, or take a photo of said documents and send them to the Parish via e-mail. Volunteers may also complete CaSE training at a Parish computer with access to a printer.
- Volunteers must not create their own account in the Online Learning Center to access CaSE.
- Recommendations:
 - Complete training in 1 hour- volunteers cannot stop half-way and save progress. If the volunteer must stop and experiences technical issues upon return, clear all History, cookies and cache in the browser and start again.
 - Enter the name of the parish/cluster/community in its entirety along with location. (Do not simply write "St. Mary" as the Diocese has 16 parishes starting with "St. Mary.")

When the volunteer successfully completes CaSE Training, they must print their Quiz Results, the Completion Certificate, and the Volunteer Code of Conduct. These documents must be shown to the CaSE Coordinator before the Criminal Background Check begins.

VOLUNTEER CODE OF CONDUCT

(Creating a Safe Environment Online Training)

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's 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, youth or vulnerable adult.
- 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 pertinent safety policies and follow them.
- 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 except when using dormitory style accommodations as a group. (Never share a bed with a child, youth or vulnerable adult)
- Use a "one to many" for electronic communication: that is, use broadcast/group distribution for electronic communication with children, youth or vulnerable adults. Do not use one on one personal electronic communication. (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, principal or pastoral administrator.
- Use positive reinforcement with children, youth and 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 your home children, youth or vulnerable adults whom they have met through their volunteer activities singly or in groups

Name

Signature

Ministry Area

Date