

Dear Volunteer:

Thank you for offering your time and talent to our parish/school. Volunteers such as yourself are indispensable to our programs.

Volunteer Requirements

The Archdiocese of Miami requires that all volunteers working with children and/or vulnerable adults undergo several requirements. There is no cost to the individual for any of these requirements. These steps are tangible signs of the Archdiocese of Miami's continuing efforts to ensure a safe environment for our children. We appreciate your cooperation in helping to keep our children and vulnerable adults safe

The following are the three requirements for volunteers:

1. Participate in the Virtus 3-hour Training Course:
The training classes will be held at several locations in Broward and Miami-Dade counties. Please look for convenient dates and locations on this website: www.virtusonline.org. Participants must register online for the class at www.virtusonline.org before attending. Once the course is completed, a copy of the certificate must be provided to our school office.
2. Successfully Pass a National Criminal Background Screening—Fingerprinting (every 5 years)
3. Volunteer Form and Volunteer Pledge to Promote Safe Environment



HOW TO SCHEDULE A FINGERPRINTING APPOINTMENT:

1. Log onto the www.fieldprintflorida.com website to schedule an appointment.
2. Click "Schedule An Appointment".
3. Create a secure username/password and enter the Fieldprint scheduling system.
4. In the Reason why you need to be fingerprinted screen; select the web link: **I know my Fieldprint Code.**
5. Use this access code: School Volunteer - **FPAOMSchoolVol**
Please note the access code IS case sensitive.
6. Provide your contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the representative on "the old" ink hard cards.
7. From this point forward the website will prompt you for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online.
8. If there are any issues or questions, contact the customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. You may also select the "Contact Us" link on the website.

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



HOW TO PRINT YOUR VIRTUS TRAINING CERTIFICATE AFTER ATTENDING THE VIRTUS CLASS

1. Registration for the session is required to get a certificate.
2. If you did not pre-register then post register at www.virtusonline.org by clicking on "registration" in the left hand green column. From here follow the prompts.
3. The facilitator of your training session will fax in the sign-in sheet to the Safe Environment Office. Once your signature is on file, your account status is activated.
4. Once activated, you may log in to www.virtusonline.org and enter your user id and password.
5. Next, click on the green My Training tab at the top of the page. From there, click on "live training" in the green column to the left. Here you will see an option to print your certificate.
6. The My Training tab is also where you can access your monthly bulletins. If you have trouble with this process, please contact the Safe Environment Office at **305-762-1250**.
7. **Provide the school with your certificate.** If your last name is different from your child's last name, write the child's name on the certificate.

Name of Child/Children in School _____

VOLUNTEER APPLICATION ARCHDIOCESE OF MIAMI

Please Print

Name _____

Address _____

Date of Birth _____ Work Phone _____ Home Phone _____

Driver's License # _____ State _____ Parish _____

Email address _____

RELIGIOUS INFORMATION

Baptism () Yes () No
First Communion () Yes () No
Confirmation () Yes () No

EDUCATION

Elementary Completed () Yes () No
High School Completed () Yes () No
College () Yes () No
Graduate Work () Yes () No
Specialization _____

DO YOU HAVE ANY HISTORY OF:

Alcohol or drug abuse () Yes () No
Mental Illness () Yes () No
Contagious Disease(s) () Yes () No

Problems with the Law

- 1. Have you ever been arrested () Yes () No
- 2. Have you ever been accused of child neglect or abuse () Yes () No
- 3. Has your driver's license ever been suspended or revoked () Yes () No
- 4. Probation () Yes () No

Please explain if any answer is "Yes" _____

BACKGROUND QUESTIONS

1. Has a criminal, civil or internal complaint to management or supervisors at places of employment/ volunteering ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities () Yes () No

If yes, explain. Please provide the date, nature and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint; and identify by name & title, the person(s) who investigated the complaint and the person who adjudicated the complaint. _____

2. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e. elderly, mentally or emotionally challenged, etc. () Yes () No

If yes, please provide the name of the organization and briefly describe your activities and/or duties. _____

3. Have you ever had employment/volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you? () Yes () No

If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegations(s); and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address, and telephone number. _____

4. Have you ever been convicted of a crime (other than a minor traffic violation) () **Yes** () **No**
If yes, please explain. Please include in your explanation the date, and place of any conviction, and the crime for which you were convicted. _____

5. Have you ever been reprimanded, investigated, or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc. () **Yes** () **No** If yes, please explain incident, and provide name of supervisor, telephone numbers, dates, etc. _____

6. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to, assault, false imprisonment, rape, etc. () **Yes** () **No**
If yes, please explain incident, and provide name of supervisor, telephone numbers, dates, etc. _____

WHAT WOULD YOU SAY ARE YOUR STRONGEST GIFTS? _____

Please describe in your own words what prompted you to volunteer your services with this program. _____

REFERENCES

Please list names, addresses, and phone numbers of those who are familiar with your character as it relates to work with youth. Three (3) Non Family references please exclude the Pastor and Staff

Name _____ Phone # _____

Address _____

Name _____ Phone # _____

Address _____

Name _____ Phone # _____

Address _____

The information that I have provided may be verified, if necessary, by contacting person or organizations named in this application, or by contacting any person or organization that may have information concerning me. I authorize the Archdiocese of Miami, its employees and agents, to make inquiries, including criminal history, employment history, and driving history. I hereby release and agree to hold harmless from liability any person(s) or organization, who, in good faith provides information to complete a background investigation. I also agree to release and hold harmless the local parish, school, and other diocesan institution, the Archdiocese of Miami, the Archbishop, and the officers, employees, and volunteers thereof from any present or future claim of any kind resulting from any alleged liability for conducting a background investigation which may include, but not limited to, criminal courts, state and county and national repositories of criminal records.

Under penalties of perjury, I declare that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

Volunteer's Printed Name _____

Volunteer's Signature _____ Date _____



Archdiocese of Miami

Volunteer Pledge to Promote Safe Environment

As a volunteer in the Archdiocese of Miami, I am committed to being a person of good moral character and to be conscious of the unique authority and responsibility that I hold due to the trust placed in me by way of service to minors or vulnerable adults. I am expected to uphold the following Pledge to Promote a Safe Environment which covers activities in which I may be working with minors or vulnerable adults. The Pledge supports the Archdiocesan policy outlined in “Creating and Maintaining a Safe Environment for Children and Vulnerable Adults.” I also declare that I have read the following and have been given a copy for reference.

Based on the following I pledge to:

1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration, regardless of the circumstances of the encounter.
2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable persons.
3. Avoid situations that would present unsupervised one-on-one contact with a minor or vulnerable person.
4. Use positive reinforcement rather than criticism, competition or comparison when working with others, especially minors or vulnerable persons.
5. Show prudent discretion in the expression of affections used with minors or vulnerable adults and to adhere to the **PAN** principle-- keeping all touch **P**ublic **A**ppropriate and **N**onsexual. Discretion should include refraining from giving or receiving gifts from minors or vulnerable adults, and/or their parents except small tokens of appreciation on occasions such as Christmas or birthdays.
6. Avoid any covert or overt sexual behavior with minors or vulnerable adults even if they initiate such behavior. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses a person.
7. Never initiate sexual behavior with a minor or vulnerable adult. Such behavior, if witnessed, must be reported to a supervisor immediately.
8. Report suspected abuse to the legal authorities by contacting the Department of Children and Families, DCF, at **1-800-96ABUSE (1-800-962-2873)** and to notify my supervisor of the report, including the case number, as soon as possible. I understand that failure to report suspected abuse to civil authorities is a crime.
9. Cooperate fully in any investigation of abuse of minors or vulnerable persons.

10. Exercise care to avoid exposing others when suffering from a contagious condition such as the flu, fever, or cold.
11. Never possess, consume, or offer alcohol products, tobacco products or illegal drugs, nor be under the influence of alcohol or illegal drugs, when engaged in any ministry of the Archdiocese of Miami especially with minors or vulnerable persons.
12. Never humiliate, ridicule, frighten, threaten, or degrade anyone especially minors or vulnerable persons including when applying discipline.
13. Never strike, spank, shake, or slap anyone especially minors or vulnerable persons.
14. Never touch anyone, especially minors or vulnerable persons in a sexual or other inappropriate manner.
15. Never use profanity in the presence of anyone especially minors or vulnerable persons.
16. Never allow a situation where a child or vulnerable adult is alone in a car with an adult if that adult is neither the parent nor guardian.
17. Never share a bedroom with anyone with whom I am in ministry, especially minors or vulnerable adults.
18. Never provide anyone, especially minors or vulnerable adults, with videos, readings or graphic materials which are inappropriately sexual in nature.
19. Never communicate electronically, including social networking sites and text messaging, with minors or vulnerable persons, except as specifically authorized by school policy. Parents/guardians should be the primary contact source and all communication must be copied to the supervisor.
20. Never engage in sexual behavior over the internet with those in my ministry and/or anyone, especially minors or vulnerable adults, when engaged in ministry.
21. Immediately report suspected violations of the Pledge to the Principal, Program Director or Clergy. If the suspected violator is the Principal, Program Director or Clergy the report should be made to the Vicar General (305-762-1220).

I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors or vulnerable adults.

Printed Name: _____

Signature: _____

Institution: _____

Date: _____