



Volunteer Handbook

All Saints Catholic School
4001 36th Avenue, N.W. ~ Norman, Oklahoma 73072
phone (405) 447-4600 ~ fax (405) 447-7227



Dear Volunteers,

May this letter serve as a sign of my gratitude for your willingness to share your time and talent with the faith community of All Saints Catholic School.

The school staff looks forward to working with you to promote the value of service as you join in the teaching ministry of the church. I encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer.

The Archdiocesan volunteer application forms are enclosed in this book, or you can obtain an application online through the Archdiocesan web site at www.catharchdioceseokc.org and click on "safe environment." Complete the form on-line and turn in a copy to the school office.

Together, let us pray that God, who began this good work in us, may carry it through to completion.

I thank you for your priceless gift of gratuitous service.

Yours truly,

Leslie Schmitt
Principal

4001 36th Avenue, N.W.- Norman, Oklahoma 73072- (405) 447-4600

TABLE OF CONTENTS

Page

<i>Introduction</i>	4
<i>Procedures and Policies</i>	5
<i>Child Safety and Legal Issues</i>	6
<i>Parent Teacher Organization</i>	14
<i>Activities Committees & Job Descriptions</i>	15
<i>Volunteer Sign-Up Sheet</i>	17
<i>Safe Environment Code of Conduct</i>	18
<i>Safe Environment Code of Conduct Form</i>	19
<i>Archdiocesan Volunteer Application</i>	20

Volunteer Handbook Mission Statement

"For the Son of Man came not to be served, but to serve . . ."

Mark 10:45

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the priceless service that you provide us. We have created this Volunteer Handbook to assist you. We want to make sure that you are well informed on all aspects of volunteerism at All Saints.

School Mission Statement

All Saints Catholic School exists to teach children to know, love and serve God through academic pursuits and service to others.

School Philosophy

All Saints Catholic School seeks to develop God-given talents in students. The school offers an atmosphere that is respectful and stimulating. Educational lessons, religious experiences, service to community, athletic endeavors, and social interactions are hallmarks of the school. We wish to form happy, well-educated individuals. In learning by example the sacrifices parents and teachers make for them, students come to realize their potential, intellectually and spiritually. Our goals are to integrate a student's academic experiences with the teaching of Christian values so graduates will enjoy faith-filled, meaningful lives.

The spiritual, intellectual, personal, social and physical development of the whole person is the focus of Catholic education. Staff members, as partners with parents, play significant roles in the educational process as they daily witness the meaning of mature faith and academic pursuits. The goals of Catholic education include teaching doctrine, building community and serving others. In such an environment, it is possible to create a vision and promote interaction where teachers and students experience together what it means to live a hopeful Christian life in our dynamic and developing society.

Procedures and Policies

Application Process

All volunteers working directly with children on a regular basis, are required to complete the Archdiocesan Volunteer application, undergo background screening, read and sign the Archdiocesan Code of Conduct and watch the Safe Environment video. The information you provide on this application and background check information is held in strictest confidence.

School Hours

The school day begins each morning at 8:20 a.m. and ends each day at 3:15 p.m. The office is open on all school days from 7:45 a.m. until 4:30 p.m. Supervision of children begins at 7 a.m. in Before Care, and beginning at 8 a.m. in classrooms. Children remaining on campus after school utilize the Kid's Club Program.

Sign-In Procedure

School visitors (volunteers, parents, vendors, etc.) must first report to the main office to sign-in and to receive a visitor's badge. Upon leaving, the visitor must sign-out. This allows the school to keep a log of all non-employees within the building in the event of an emergency.

Dependability

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside the school. Refer any concerns to the school administration. All volunteers are required to sign the volunteer pledge.

Volunteer Dress

All Saints Catholic School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement (except for front office volunteers), it is expected that volunteers reflect the image of

All Saints School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts and conservative blouses and tops.

Responsibility

The administration of All Saints Catholic School is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program. The staff is committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, maintain the rules of confidentiality, work cooperatively with all staff and seek clarification when necessary. Volunteers are expected to have read the student handbook and code of student conduct and be familiar with the rules and expectations of our school.

Right to Amend

All Saints Catholic School reserves the right to amend this Handbook. Notice of amendments will be published in our school newsletter and posted on the school web site.

Statement of Child Protection Policy- Archdiocese of Oklahoma City

Children are among our very greatest gifts from God. They are entrusted to their parents, families, and churches to be educated and formed in the ways of Christ and His Church. Indeed the call to share the Faith with our children is among the most sacred duties of the clergy and lay faithful alike. It is also true that children are vulnerable and must be protected from evil. Our churches have been viewed as safe places and Catholics have placed a sacred trust in their clergy and lay ministers. For this reason we are appalled and deeply anguished when we learn that this sacred trust has been violated by clergy or lay ministers who have abused children entrusted to their care.

In the years that this policy has been in force it has evolved as our understanding and awareness of sexual abuse of minors has evolved. What was once thought to be a rare if not unheard of crime has now proven to be a far more prevalent and complex evil in our world. Our sincere and heartfelt apology for past crimes, for past failures to respond effectively and for failures to initiate appropriate preventative measures requires us to develop and update policies that address these issues.

We must note too that efforts at preventing abuse of minors are more fundamental than this policy which outlines our response to allegations of abuse. For this reason we ask that all Catholics work aggressively with Church leadership in their parishes and in our Archdiocese in those efforts aimed at preventing abuse. Cooperating with tasks such as reference checks, background screening, and following appropriate guidelines and policies when dealing with children are all of the greatest importance. However, when efforts at prevention fail us we need a clear and consistent approach to respond appropriately to an actual allegation of sexual misconduct.

It is only in recent years that we have come to understand the extent of this problem, the tremendous suffering experienced by the victims of childhood abuse, and the extent to which we oftentimes have failed them. We ask their forgiveness and promise them our future vigilance in the hope that no child entrusted to our care will ever be harmed in this way again.

Scope of the Policy

Subjects of Allegation

This policy is applicable to Priests and Deacons who live or minister in our Archdiocese, men and women who belong to Roman Catholic Religious Orders and who are ministering in our Archdiocese, and the lay employees and volunteers of the Archdiocese and its parishes and other entities who are subject to the Archbishop in their ministries.

Allegations against the Archbishop are beyond the scope of this policy. Any allegations of misconduct on the part of the Archbishop are to be directed to the Vicar General who contacts the Papal Nuncio and the Department of Human Services (D.H.S.) as required by Oklahoma State Law.

Pastoral Agents

A) For the Immediate Administrative Response: One of the Vicars General.

B) For the Ongoing Pastoral Response: The Pastoral Response Team.

1) A Pastoral Delegate of the Archbishop directs the Pastoral Response Team. He or she also is known as the Chairman of the Pastoral Response Team.

2) Composition of the Pastoral Team should include Priests, psychologists, canon lawyers, civil lawyers, and others as deemed necessary or useful by the Archbishop or Pastoral Delegate. As far as possible the individual members of the Pastoral Team assigned to provide pastoral care to the alleged victim, the victim's family, the parish or Catholic entity involved, etc., shall be different from the members of the Pastoral Team assigned to provide pastoral care to the alleged perpetrator.

The Policy

It is the policy of the Archdiocese of Oklahoma City that all allegations of abuse of minors by Church personnel shall be dealt with in accord with the norms set out in this policy. All personnel of the Archdiocese must comply with applicable state and local laws and the procedures outlined in this document. The following procedures are designed to conform to the requirements of civil, criminal and canon law (the Law of the Roman Catholic Church). The Pastoral Team has developed procedures and recommendations for implementation in conformity with the provisions of this policy to deal with the psychological, pastoral and spiritual dimensions of the procedures to be followed.

In both civil and canon law, persons accused of crimes are presumed innocent until proven guilty. Because of the provisions of Canon 220 of the Code of Canon Law which deals with persons--right to privacy and protection from defamation of character, all the proceedings in this policy are confidential.

There is always the possibility of false or mistaken accusations and unsubstantiated claims, made for whatever reason. It is important for all Archdiocesan personnel to know that both civil and canon law provide penalties for the crime of falsehood in which individuals become victims of false denunciation and calumny. However, the presumption of innocence does not preclude the Archdiocese from taking prudent action before an investigation is complete.

This policy provides the procedures to be followed in the event that allegations of abuse of minors by Church personnel arise. All Church personnel should read this document carefully and be aware of its contents. Any Church personnel reading this document with knowledge of unreported abuse of minors, whether perpetrated by himself/herself or others and no matter how long ago the incident occurred should contact the Vicar General who will activate the provisions of this policy.

Step 1: The Immediate Administrative Response

Oklahoma law requires that anyone having reason to believe that a minor may have been abused shall report the matter promptly to the county office of the Department of Human Services. The Archdiocese strongly affirms and supports this obligation to report suspected abuse. It should be noted that officials with the D.H.S. will oftentimes refer the persons making such reports to the appropriate police department rather than accepting the report themselves. Consequently all Church Personnel in the Archdiocese including volunteers, are to report all suspected incidents of child abuse to the Department of Human Services, or if instructed to the police, as required by law. When the alleged perpetrator is a member of the personnel of the Archdiocese or any of its parishes or entities, the accuser also shall convey the allegation immediately to one of the Vicars General (no matter where the alleged incident may have occurred) who then immediately takes the following actions in the following sequence:

1) The Vicar General informs the person reporting the complaint or allegation that the Archdiocese has both a policy and procedure to be followed in this matter and that this procedure will now be activated. He also informs the caller of the Oklahoma State law requiring the caller to report the allegation to the proper civil authorities if the caller has not already done so. He further suggests that the caller report the matter to the appropriate public officials and that he, the Vicar General, intends to report it to them promptly.

2) Vicar General next contacts the Archbishop, to whom he provides the details as known, including the identity of the alleged perpetrator and the alleged victim, and providing him also with the means of contacting the person reporting the complaint or allegation. The Vicar General also notifies the Pastoral Delegate, the Archdiocesan attorney, the Archdiocesan Business Manager, and the Archdiocesan Spokesperson of the case at hand.

3) The Vicar General strictly adheres to the provisions of the mandatory reporting law of the Oklahoma Statutes (Title 10 Oklahoma Statutes Section 7103, see Appendix) by contacting the Oklahoma Department of Human Services Child Abuse Hotline (841-0800 in Oklahoma City; 1-800-522-3511 statewide). As long as the alleged victim is a minor at the time when the allegations come to light (under 18 years of age), all allegations of abuse must be reported, even when the alleged acts are not of recent occurrence.

4) If the accused is a religious, the Vicar General contacts the major religious superior to apprise him or her of the allegation and that the Archdiocesan policy for handling such complaints has been activated. Similarly if the accused is a deacon, lay employee or volunteer, the Vicar General contacts his or her ministerial employer or ministerial supervisor to inform him or her of the complaint, the Archdiocesan policy for handling such complaints and the possibility of administrative suspension of the deacon, lay employee or volunteer.

5) The Vicar General, Pastoral Delegate, Archbishop, or a suitable person chosen by them contacts the accuser and the parents or guardians of the alleged victim to offer help and to inform them of the administrative steps which the Archdiocese has taken. When and if the parents and Pastoral Team judge it appropriate and helpful the Pastoral Delegate offers help to the alleged victim, perhaps using a properly trained delegate such as a psychologist or counselor.

6) The Vicar General advises the accused to enlist his or her own legal counsel independent of that of the Archdiocese. If the expense of necessary legal counsel is not covered by the Archdiocesan insurance carrier, and the accused is a priest who lacks the financial means to hire a suitable attorney, a request for funds from the Priests' Welfare Fund may be submitted to the Vicar General.

7) The Vicar General or the Pastoral Delegate contacts the accused and offers pastoral care. The Archbishop or Vicar General mandates an appropriate relocation of the accused and takes steps to deny the accused access to the place where the alleged abuse occurred, if such actions are deemed necessary and appropriate. The Archbishop, the Vicar General and the Pastoral Delegate should avoid extensive discussion of the allegations with the accused. The accused may be placed on administrative leave with or without pay and in the case of a priest his temporary residence will be determined by the Archbishop or Vicar General. Such leave will remain in effect until the Department of Human Services or police department has concluded its investigation and decided whether or not to file charges against the accused. If charges are filed by the District Attorney, the leave continues until the criminal law issues have been fully resolved.

8) The Vicar General shall compile a report verifying that each of these steps has been taken. This report shall be submitted at least verbally to the Archbishop and Archdiocesan attorney within 48 hours of first learning of the allegations. Where appropriate, the Archbishop will instruct the Pastoral Delegate to assemble the Pastoral Team. The Pastoral Team in frequent dialogue with the Archbishop, will oversee the pastoral care of the alleged victim and his or her family, the alleged perpetrator, the accuser, parishes of the alleged victim and/or alleged perpetrator, the greater Catholic community and the general public.

9) The Archdiocesan Spokesperson will be updated frequently by the Vicar General and/or Archbishop as the facts of the case become known. Church leaders have been criticized for refusing to share information with the media or for providing information that was too limited or offered too late. It is the role of the Archdiocesan Spokesperson to share appropriate information with the media as well as with the pastors of parishes. This will require a balancing of the right to privacy of all parties with the right of the people of the Archdiocese and wider public to receive appropriate information.

Step 2: The Ongoing Pastoral Response

Phase 1: While the civil and/or criminal investigation is still in process:

1) Coordinating insofar as possible his efforts with the investigating officer assigned to the case by the District Attorney, the Pastoral Delegate attempts to contact the family of the alleged victim to reiterate the offer of pastoral help. He also offers to provide pastoral help to the person reporting the alleged abuse. When deemed appropriate and helpful by the Pastoral Team and the alleged victim's parents or guardians, he also offers to arrange pastoral help for the alleged victim.

2) While the civil and/or criminal investigation is still in progress the Pastoral Team shall avoid taking steps which might further traumatize the alleged victim, or

complicate the investigation. Therefore no canonical investigation should be initiated until after the civil or criminal investigation and/or trial has been completed. In this phase of the case the Pastoral Team shall concern itself with the pastoral care of the alleged victim and his or her family, the alleged perpetrator, the accuser, and the parish or other groups which have been affected.

3) The Pastoral Team, through a separate member assigned exclusively for this purpose, attempts to provide the alleged perpetrator with whatever pastoral help can be provided under the circumstances of the case.

4) All clergy, Church employees and volunteers are to refrain from public comments regarding the case and all media personnel must be directed to the Archbishop or designated Archdiocesan Spokesperson for information regarding the case. The spokesperson responds in the name of the Archdiocese to all inquiries regarding the case.

5) The Pastoral Team takes appropriate steps to deal with the parish and/or other relevant groups.

Phase 2: After the civil or criminal investigation and/or trial has been completed:

1) Pastoral measures to be taken by the Pastoral Team regardless of the results of the civil or criminal investigation:

a) If deemed appropriate by the Pastoral Delegate, he writes the alleged victim and his or her family, and the accuser, reaffirming the concern of the Archdiocese for their well-being and reiterating the desires of the Archdiocese to provide appropriate help.

b) The Pastoral Team offers the accused appropriate care. If it appears to the Archbishop that he or she would benefit from specialized care, this may be provided at Archdiocesan expense.

c) The Pastoral Team offers ongoing ministry to the parish, school, office, or other ministerial environment in which the alleged abuse has taken place.

2) Administrative measures to be taken by the appropriate administrative superior upon completion of the civil or criminal investigation:

a) If the accused is found to have abused a minor, whether in criminal, juvenile, or civil court, the following administrative measures will be taken:

1. Lay employees will be terminated; volunteers will be dismissed;
2. Deacons' canonical faculties to function as a minister in the Catholic Church will be suspended by the Archbishop;
3. Priests' canonical faculties to function as a minister in the Catholic Church will be suspended by the Archbishop;

b) If the accused is not prosecuted but nevertheless is found to be partially imputable for indiscreet actions which fall short of criminal acts, the following measures may be taken:

1. Lay employees and volunteers will be subject to dismissal.
2. Deacons' faculties will be suspended.
3. Priests' faculties will be suspended, at least temporarily while they are provided a thorough psychological evaluation and if necessary treatment. A priest's future role in pastoral ministry will be determined by the Archbishop in consultation with treatment experts and the Pastoral Team.

c) If the accused priest or deacon is exonerated fully of the charges, the following measures will be taken

1. If at all possible, the wrongfully accused will be restored to his ministry. If it appears that his ministerial credibility in the previous apostolate has suffered serious damage through no fault of his own, he will be offered transfer to another ministry.
2. The Archdiocese will assist the wrongfully accused cleric in finding appropriate care to help him deal with the trauma of being subjected to the proceedings involved in this investigation.
3. Efforts will be sought to repair the damage done to the reputation of the accused.

d) If the accused religious, lay person or volunteer is exonerated fully of the charges, the following measures will be taken:

1. Effort will be made to restore the accused to his or her previous ministry. If a return to the previous ministry is, not possible, the Pastoral Team will try to assist the accused in finding another ministry.
2. The Archdiocese will assist the accused religious, layperson or volunteer in finding appropriate care.
3. Efforts will be sought to repair the damage done to the reputation of the accused.

Phase 3: If a priest or deacon has been convicted and after he has returned from incarceration and/or has been placed on probation, the following applies:

- 1) The cleric's faculties will be suspended and the cleric will be dealt with and provided for according to the Code of Canon Law.
- 2) The Archbishop may elect to use the Pastoral Team, directed by the Pastoral Delegate, to oversee the ongoing pastoral and psychological care and after-care of perpetrators.

Conclusion

While all hope and pray that the provision of this policy will not have to be applied, it is a fact that allegations of abuse of minors are becoming more frequent in today's society. Should allegations arise regarding the behavior of Church Personnel in the Archdiocese of Oklahoma City, the provisions of this

policy shall be followed carefully. It must be recalled that all persons are deemed innocent until proven guilty. With justice and charity all parties involved in these matters must receive suitable pastoral care and protection.

The provisions of this policy are hereby declared to be a part of the particular Legislation of this Archdiocese. Given at Oklahoma City, Oklahoma, on December 10, 1991, and revised most recently on February 22, 2002.

Most Reverend Eusebius J. Beltran, Archbishop of Oklahoma City
Rev. John A. Steichen, Chancellor

Appendix Definitions:

Minor (Child): In both canon and civil law a child is any person under the age of eighteen (18) years except any person convicted of a crime specified in Section 7306-1.1 of this title or any person who has been certified as an adult pursuant to Section 7303-4.3 of this title and convicted of a felony. In canon law a minor is also anyone who habitually lacks the full use of reason (e.g., the mentally retarded). Canons 97 and 99. Title 10 Oklahoma Statutes Section 7302.

Abuse: In criminal law child abuse is any harm or threatened harm to a child's health, safety or welfare by a person responsible for the child's health, safety or welfare including sexual abuse and sexual exploitation, including damage to his physical or emotional welfare resulting from non-accidental physical or mental injury, sexual abuse sexual exploitation, or negligent treatment or maltreatment. Sexual abuse includes but is not limited to rape, incest and lewd or indecent acts or proposals made to a child as defined by law, by a person responsible for the child's health, safety or welfare Sexual exploitation includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution as defined by law, by a person responsible for the child's health safety or welfare or allowing, permitting, encouraging, or engaging in the lewd, obscene or pornographic photography, filming, or depicting of a child in those acts as defined by the state law, by a person responsible for the child's health, safety, or welfare Title 10 Oklahoma Statutes Section 7102.

Mandatory reporting law of the Oklahoma Criminal Code: Title 10 Oklahoma Statutes Section 7103.

"... and other person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect, shall report the matter promptly to the Department of Human Services. Such reports may be made by telephone, in writing, personally or by any other method prescribed by the Department. Any report of abuse or neglect made pursuant to this section shall be made in good faith.

Parent/Teacher Organization:

President – Liz McKown	366-7443
First Vice President – Carolyn Schmidt	360-4156
Second Vice President – Shelley Tyler	701-0702
Secretary – Eileen Hotze	447-1490
Treasurer – Caroline Jeffreys	872-1520
Parliamentarian – Lisa Hames	321-2512
Ex-Officio – Leslie Schmitt	447-4600

Duties of the officers are:

A. The President shall:

1. Serve as the principal executive officer and as spokesperson for the PTO.
2. Preside at all meetings of the PTO.
3. Have the responsibility for planning educational programs for the PTO.
4. Appoint all committee chairpersons.

B. The First Vice President shall:

1. Preside at any meeting in the absence of the President.
2. Oversee PTO fund raising activities and schedule fund raising on the school master calendar.
3. Option to serve as President-Elect

C. The Second Vice President shall:

1. Serve as volunteer coordinator
2. Serve as chairperson of homeroom parents and promote the social activities of the PTO.
3. Be on all banking accounts and is able to sign and issue checks.

D. The Secretary shall:

1. Perform all duties usually pertaining to this office, including, but not limited to, the keeping of the minutes, correspondence, and safeguarding all PTO records other than financial.

E. The Treasurer shall:

1. Keep an accurate accounting of all cash and other financial assets of the PTO and a permanent ledger.
2. Keeping checking and/or savings accounts in the name of the PTO and monitor the accounts and is responsible for issuing all checks.
3. Present financial statements to the members at each meeting, with a written report given to the secretary for inclusion in the minutes.

F. The Parliamentarian shall:

1. Maintain proper order during PTO meetings and oversee voting procedures.
2. Have the responsibility for maintaining the All Saints Catholic School scrapbook and archiving historical documents.

PTO Committees

- Halloween Carnival
- Halloween Carnival Food
- Teacher Appreciation
- Sundae Mondays
- School Spiritwear
- Bake Sale
- Uniform Exchange Day
- Turkey Bingo
- Bulletin Board/Wish Lists
- Golf Tournament
- Catholic Schools Week

PTO General Meetings are held quarterly. Watch the Eye on the Eagle for specific dates, times and locations.

The ASCS PTO sponsors the Halloween Carnival, serves ice cream on Sundae Mondays, makes available school spiritwear, coordinates the wish list program for teachers, schedules restaurant nights throughout the year, and conducts fundraisers to provide materials for classrooms.

Activity Committees

All Saints Athletic Commission:

Athletic Coordinator: Mary Jeffreys

872-1520

Roman Holiday: Our annual school auction and dinner fundraiser. This event is chaired and run by volunteers who organize the procurement and set-up of donations, make arrangements for facilities, and establish check-in, check-out and clean up teams.

Lunch Room Helpers: Our lunchroom monitors help with the supervision of students, open “stubborn” food containers for younger students and organize the clean up of tables as each class leaves the lunchroom.

Library Helpers: Volunteers help students check out books, help the librarian check in and re-shelve materials and repair books.

School Bus Drivers: Our school bus is used to transport students from mass every Wednesday morning. We also utilize the bus whenever possible during school hours for field trips.

Crossing Guards: Our greatest need is to help our students cross 36th Avenue after school. Secondary to that is the need to keep our dismissal line moving. Volunteering for this duty would place you at the entrance of our school parking lot and directing students and cars safely onto 36th Avenue.

Office Assistants: Volunteers in the office are responsible for answering phones, assisting students for late check-in or early check-out, and monitoring the visitors to our school. (just to name of few of the many things your might do!)

Classroom Tutor/Helper: Our volunteers work with kids in a small group or one-on-one in the lower classroom atrium areas. Activities may include listening to students read aloud, spell spelling words or work on math facts.

At-Home Projects: Many times we need volunteers to help organize an event, prepare bulk mailings, or help with school-side projects. This request is made on as needed-basis.

Grandparents Association: Our Grandparents play an important role in the tradition of Catholic education. We look to you attend our school functions and support your grandchildren. They develop a strong sense of family when they see you at their school. Please come!

All Saints Catholic School
Volunteer Opportunities
20__ - 20__

Parent/Guardian _____ Home Phone _____
Child/ren's Name(s) _____

All Saints relies heavily upon the generosity of volunteers.
Please check the activities that interest you.

- | | |
|--|---|
| _____ assist home room parent | _____ bake items (cookies, etc.) for events |
| _____ office volunteer (hours/week _____) | _____ lunch room volunteer |
| _____ library volunteer | _____ classroom volunteer, Grade _____ |
| _____ tutoring | _____ science fair volunteer |
| _____ Healthy Youth Screening Volunteer | _____ Fine Arts Night Volunteer |
| _____ trim and bundle Campbell Soup labels | _____ Halloween Carnival Volunteer |
| _____ trim and bundle General Mills box tops | _____ tally and bundle IGA receipts |
| _____ Bus Driver | _____ Calligrapher (diplomas, etc.) |
| _____ Healthy & Fit Advisory Council | _____ Christmas Program Volunteer |
| _____ Roman Holiday committee | _____ Catholic Schools Week committee |
| _____ School nurse | _____ PTO Sundae Mondays |
| _____ photography/video volunteer | _____ Talent Show Committee |
| _____ Golf Tournament Volunteer | _____ Work on Special Projects at Home |
| _____ School Picture, Retakes Volunteer | _____ Identi-Kid Day Volunteer |
| _____ Track Meet Volunteer | _____ Chapel/Altar Cleaning |
| _____ Run Errands | _____ Seasonal atrium decorating |
| _____ Technology- network, computer and printer set up, etc. | |

ASCS Grandparent Association

Please provide the names, addresses, e-mail of grandparents so that they can be included on the Grandparents Association mailing list.

Name _____ Address _____
City/State/Zip _____ E-Mail _____

Name _____ Address _____
City/State/Zip _____ E-Mail _____

Name _____ Address _____
City/State/Zip _____ E-Mail _____

Name _____ Address _____
City/State/Zip _____ E-Mail _____

Safe Environment Code of Conduct

Acknowledgment of Receipt

All Archdiocesan Personnel must sign the attached *Statement of Receipt and Agreement* indicating that they have read the *Code of Conduct* and agree to follow the policies, guidelines and standards contained herein. All Archdiocesan Personnel are required to carefully read the entire policy and clarify any questions with their director or supervisor before signing the *Statement of Receipt and Agreement*.

SECTION I -- GENERAL CODE OF CONDUCT

Statement of Policy: All Archdiocesan Personnel are to uphold the standards of the Catholic Church in their day-to-day work and personal lives. Archdiocesan Personnel and leaders are expected to be persons of integrity and must conduct themselves in an honest and open way, free from deception or corruption in a manner consistent with the discipline and teachings of the Catholic Church. Archdiocesan Personnel are expected to follow rules of conduct that will protect the interests and safety of all, including the standards and policies set forth in this Code of Conduct and other policies of the Archdiocese.

Guidelines and Explanations Regarding General Code of Conduct

- Archdiocesan Personnel do not engage in physical, psychological, written, or verbal harassment of employees, volunteers or parishioners and do not tolerate such harassment by other Archdiocesan Personnel.
- Archdiocesan Personnel will provide a professional work environment that is free from intimidation or harassment, physical, psychological or sexual.
- Archdiocesan Personnel will avoid taking unfair advantage of counseling, supervisory and/or authoritative relationship for their own benefit.
- Archdiocesan Personnel will accept the responsibility particular to their ministry or function in the Archdiocese to protect minors and adults from all forms of abuse.
- Archdiocesan Personnel will not physically, sexually or emotionally abuse or neglect a minor or an adult.
- Archdiocesan Personnel will share concerns about suspicious or inappropriate behavior with their pastor, their principal, their supervisor or director, the Vicar General or the Archbishop. Allegations of sexual misconduct will be taken seriously and should be reported immediately.
- All Archdiocesan Personnel must know and understand the content of the child abuse regulations and reporting requirements of the State of Oklahoma and are required to follow the mandates of these regulations.
- Archdiocesan Personnel will report any suspected abuse or neglect of a minor in accordance with this *Code of Conduct*.
- Archdiocesan Personnel will report any suspected abuse or neglect of an elderly person or vulnerable adult in accordance with this *Code of Conduct*.

STATEMENT OF RECEIPT AND AGREEMENT

CODE OF CONDUCT

I acknowledge that I have received, read and understand the attached Code of Conduct adopted by the Archdiocese of Oklahoma City on the 20th day of August, 2003. I understand the policies and guidelines contained in the Code of Conduct and agree to abide by each. I agree to conduct myself in complete accordance with the Code of Conduct, which includes the following precepts:

- Archdiocesan Personnel shall conduct themselves in a manner that is consistent with the discipline and teachings of the Catholic Church.
- Archdiocesan Personnel are expected to be persons of integrity and must conduct themselves in an honest and open manner free from deception or corruption.
- Archdiocesan Personnel shall avoid taking unfair advantage of counseling, supervisory and/or authoritative relationship for their own benefit.
- Archdiocesan Personnel shall accept the responsibilities, including appropriate training, particular to their ministry or position in the Archdiocese to protect minors and adults from all forms of abuse.
- Archdiocesan Personnel will not physically, sexually or emotionally abuse or neglect a minor or an adult.
- Archdiocesan Personnel will immediately report any suspected abuse or neglect of a minor to the Oklahoma Department of Human Services through the Child Abuse hotline: 1-800-522-3511.
- Archdiocesan Personnel will report any incident of neglect or abuse of a minor or any other person by Archdiocesan Personnel to the Archdiocese by calling the Archdiocesan Hotline: 1-405-720-9878. The Vicar General should also be notified by calling 1-800-721-5621.
- Archdiocesan Personnel should share concerns about suspicious or inappropriate behavior with their pastor, their principal and/or the director of their ministry.

Please complete and return to your Program Director

Please print

Name: _____ Position: _____

Parish, School, Other: _____ City: _____

Signature: _____ Date: _____

References

References cannot be family members. Employment applicant -provide business and professional references.

Reference Name First/Last	Occupation	Daytime Phone	How long have you known this Person?	Has this person agreed to be a reference? _____
_____	_____	_____	_____	_____

Residential History

_____ Check here if you have lived in your current residence for longer than 5 years.

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

Employment History

Start with current employer and indicate employment history for the last 5 years. If current employer, end date will be current.

_____ Check here if you have no employment history.

Dates of Employment (mm/yyyy)	Company name And address (City, State, Zip)	Immediate Supervisor name & Phone Number	Position Held/Job Description	Reason for Leaving position
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Educational History

Educational history should include high school and forward. If currently enrolled in program, end date will be current.

_____ Check here if you have no educational history.

Dates (mm/yyyy) (Start with most recent) Beg. Date	School name And address (City, State, Zip)	Type of School	Name of Program or Degree	Program Completed?
End Date				
Beg. Date End Date				
Beg. Date End Date				

Volunteer History

Volunteer history should include 5 of your most recent activities. If you are still participating in a volunteer program, end date will be current.

_____ Check here if you have no volunteer history.

Dates (mm/yyyy) (Start with most recent)	Organization City, State, Zip	Contact	Contact Phone Number	Position/Duties
Beg. Date End Date				
Beg. Date End Date				
Beg. Date End Date				
Beg. Date End Date				
Beg. Date End Date				

Confidential Background Check Information Please note: If this form is completed on-line, no parish official will have access to information in this section. Information in this section is only used to obtain criminal records, which are reviewed by a diocesan official in strictest confidence.

_____ Yes _____ No Have you ever been accused of or arrested for harassment or physically, sexually or emotionally abusing a child or an adult?
If yes, please explain: _____
_____ Yes _____ No Except for a minor traffic violation for which the fine was \$200 or less, or any offense that was finally settled in a Juvenile Court or under a Welfare Youth Offender Law, have you ever been arrested or convicted of any criminal offense?
If yes, please explain: _____
_____ Yes _____ No Have you ever terminated your employment or had your employment terminated for reasons of physical or sexual abuse or harassment?
If yes, please explain: _____
_____ Yes _____ No Have you changed your last name in the past 5 years?
If yes, what was your previous last name? _____
_____ Yes _____ No At any time during the past 5 years have you lived in a different state (within the United States), or do you currently live outside the state this Diocese is located in?
If yes, what state did you live in? _____

Social Security Number: _____ - _____ - _____ (optional)

Driver's License: State _____ Number _____

Date of Birth: Month _____ Day _____ Year _____

Gender: _____ Male _____ Female

Date of Previous Background Check, if any: _____

If yes, were records found? _____ Yes _____ No

Declarations

The **Archdiocese of Oklahoma City** appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements below.

_____ I authorize any reference or church listed in this application to give you any information they may have regarding my character and fitness. I release such references and the School/Parish/**Archdiocese of Oklahoma City** from liability for any _____ damage that may result from furnishing such information or evaluation to you, and I waive any right that I may have to inspect _____ any references provided.

_____ I hereby give my consent to the School/Parish/**Archdiocese of Oklahoma City** to request and provide information relating to _____ my suitability to serve and for those persons to release such information to the School/Parish/Archdiocese of Oklahoma City, _____ and other inquiring parties.

_____ I give my permission for the School/Parish/**Archdiocese of Oklahoma City** to obtain information relating to my criminal history record. I understand that this information will be used to determine my eligibility for employment/volunteer position with the School/Parish/**Archdiocese of Oklahoma City**.

_____ I hereby affirm that the information contained in this application is correct to the best of my knowledge and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

_____ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

Applicant Signature _____ **Date:** _____ / _____ / _____

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ **Date:** _____ / _____ / _____

Selected Sites

Please indicate the city and the name of the parishes/schools with which you would like this application to be registered.

You should only select the sites in which you are currently an employee or volunteer or to which you are applying.

City Where Parish is Located	Name of Parish/School