



APPLICATION/SCREENING PROCESS FOR YOUTH UNDER AGE 18 VOLUNTEER CANDIDATES

Volunteer Candidates between the ages of 14-17 must complete an online application process.

- a. **IMPORTANT** all volunteers under 18 year old must attend Safe Environment training until they turn 18, the under 18 year old must always be under the supervision of an adult that does meet the Safe Environment requirements of having a completed and approved background check and Safe Environment training.
 - b. The volunteer under 18 year old must read, review and sign the Youth Code of Conduct.
2. Youth volunteer applicants under the age of 18 will complete an application on paper or as a fillable PDF signed and scanned and signed by a parent or legal guardian. It must be completed in full, including the entire 'References' section and the parental/guardian permission form.
 3. Youth age volunteers under the age of 18 will receive a copy of the *Youth Code of Conduct*. This form requires the signatures of the young person and one parent/guardian. This form is kept on file at the parish. Please make a copy for your personal files.
 4. Youth volunteers under the age of 18 are required to attend the Safe Environment Protecting God's Children youth awareness session online before the beginning of the volunteer assignment.
 5. The Safe Environment Coordinator at the parish reviews the youth application and completes the 'Office Use Only' section. The completed application and *Youth Code of Conduct* acknowledgement and agreement form is kept at the parish for safe keeping in a locked file with restricted access.
 6. At **NO TIME** will a volunteer under the age of 18 have any unsupervised interaction with any child under the age of 17 or any vulnerable adult.



Youth Volunteer Code of Conduct

Children and individuals at risk depend on the community at large to help keep them protected and safe. As a youth volunteer, I have a role and responsibility in promoting a healthy and safe environment for children and individuals at risk as well as for my peers and the adults in our community. I pledge to witness in word and example my discipleship in Jesus and model a life consistent with the teachings of the Catholic Church, promoting through my own choices and behaviors a way to love God and neighbor as self.

As a youth volunteer, I will:

Treat everyone with respect, loyalty, patience, courtesy, and dignity through my behavior, language, and dress.

Treat all property and materials with respect.

Maintain a positive attitude and spirit rather than one tainted by criticism, sarcasm, competition, or comparison, when working with children, individuals at risk, peers, and other adults.

Uphold all guidelines, rules, or requirements as set forth by the ministry supervisor and the program in which I am serving.

Avoid situations where I am alone with children, individuals at risk, other young people, or other adults.

Inform the ministry supervisor, principal, pastor, or pastoral leader if a child, individual at risk, peer, or other adult gives me a gift.

Refrain from giving expensive gifts to children, individuals at risk, my peers, or other adults without prior written approval from the parents or guardians and ministry supervisor, principal, pastor, or pastoral leader.

Report any suspected abuse to the ministry supervisor, principal, pastor or pastoral leader.

When acting as a youth volunteer, I will not:

Possess any weapon, tobacco product, alcohol, any illegal drug or sexually explicit material.

Use profanity, humiliate, ridicule, threaten, or degrade any child, individual at risk, peer, or other adult.

Touch a child, individual at risk, peer, or other adult in a sexual or other inappropriate manner.

I understand that as a youth volunteer serving children, individuals at risk, peers, or other adults, I agree to participate in all training as requested by my ministry supervisor, principal, pastor, or pastoral leader. I pledge to adhere to this Code of Conduct and I understand that any action inconsistent with this Code or failure to take action outlined in this Code of may result in my removal as a youth volunteer or employee.

Youth Volunteer/ Printed Name

Youth Volunteer Signature (date)

Parent of Youth Volunteer/Printed Name

Parent of Youth Volunteer Signature (date)

The following information will be kept confidential.

YOUTH (UNDER AGE 18) VOLUNTEER APPLICATION

PERSONAL DATA OF APPLICANT

Name _____ Birthday _____
first middle last

Street Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Your E-Mail _____

Grade Level and School you attend _____

Please specify the parish and city in which you/your family are registered members

Mother's Name _____

Mother's Home Address (if different from yours) _____

Mother's Home Phone (if different from yours) _____ Cell _____

Father's Name _____

Father's Home address (if different from yours) _____

Father's Home Phone (if different from yours) _____ Cell _____

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

City	Name of Parish/School/Program	For Office Use Only-Date Sent

I give my son/daughter permission to participate in programs/activities/events sponsored by the Catholic Diocese of Venice. My son/daughter may complete the necessary paperwork required for participation.

Signature of parent/guardian

Date

REFERENCES FOR (NAME) _

FIRST

MIDDLE

LAST

Good references
- parish staff
- neighbor
- teacher

Please obtain the signatures of ☐ two non-family adults and one school personnel who will attest to your character and ability to work with children and/or peers

1. **Print Name:**

Phone:

How long have you known this young person? _____

What is your relationship to this young person? _____

I support this young person's decision to participate in church/school sponsored activities serving children and/or peers.

Signature: _____ Date: _____

2. **Print Name:**

Phone:

How long have you known this young person? _____

What is your relationship to this young person? _____

I support this young person's decision to participate in church/school sponsored activities serving children and/or peers.

Signature: _____ Date: _____

3. **Print Name:**

Phone:

How long have you known this young person? _____

What is your relationship to this young person? _____

I support this young person's decision to participate in church/school sponsored activities serving children and/or peers.

Signature: _____ Date: _____

Office Use Only

Part One: Application has been reviewed by _____

Supervisor/Coordinator Signature

The following items

☐

application form

☐

references

☐

signed Youth Code of Conduct

have been completed and submitted to the Safe Environment coordinator _____

Date

Part Two: Applicant completed all requirements and found to be eligible by

_____ on _____

safe environment coordinator

Date

Ministry Assignment _____

Supervisor /Coordinator _____