

**DIOCESE OF FRESNO REQUEST TO
VOLUNTEER SERVICES**

1550 N. Fresno Street
Fresno, California 93703
559-488-7400

MISSION STATEMENT

*As God's beloved people we are called in and through the Spirit
to live in unity and love and to proclaim the Good News of Jesus,
especially amongst the poor and marginal of our society.*

NOTE: Volunteers who serve where minors may be present are required to meet all applicable Safe Environment requirements up to and including: Background Check, Fingerprinting, Safe Environment Training and signing of the Diocese of Fresno Code of Conduct.

First Name: _____ Last Name: _____ Are you over 18? Y N

Address: _____ City: _____ Zip: _____

Email: _____

Phone: (H) _____ (C) _____

Home Parish: _____ City: _____

Personal Reference: _____ Phone Number: _____

Emergency Contact: _____ Phone Number: _____

Availability: Mon Tue Wed Thur Fri Sat Sun Preferred Time: _____

Do you have any particular knowledge, skills and/or abilities you would like to share as a volunteer?

I am interested in volunteering my services as: _____

I am interested in volunteering at the following location(s):

I am volunteering my time and services without any present or future expectation of payment/compensation of any kind. I acknowledge that my selection as a volunteer is not a job offer and does not constitute an employment relationship. As such, I am under no obligation as to time, duties or resources other than what I freely choose to provide to the Diocese of Fresno, any church, school, or entity owned/operated by the Diocese of Fresno.

I understand and agree that the completion and submittal of this Request to Volunteer Services does not guarantee that I have been selected or will be selected to serve as a volunteer with the Diocese Fresno.

Volunteer (Print Name)

Volunteer Signature

Date

Recipient (Print Name and Position Title)

Recipient Signature

Date



DIOCESE OF FRESNO CODE OF CONDUCT



SAFE ENVIRONMENT PROGRAM

The Charter for the Protection of Children and Young People, adopted by the United States Conference of Catholic Bishops requires:

- All clergy, employees and volunteers, who work/interact with children, shall consent to a background evaluation which shall be conducted by the Diocesan Department of Human Resources. Failure on the part of an employee or volunteer to submit to a background evaluation or failure to pass the background evaluation shall result in the immediate dismissal/termination of the employee or volunteer.
- Participation in the safe environment training, *Creating Safe Environments for Our Children and Ourselves*, or online training at an approved website, or viewing *KidSafety of America* video training program.
- Acceptance of the Diocese of Fresno *Code of Conduct*.

Parishes and schools shall maintain a record of compliance of all three mandatory elements. These records shall be maintained in a confidential location. For assistance regarding the confidential and safe keeping of these records, please consult the Diocesan Department of Human Resources.

CODE OF CONDUCT

The Diocese of Fresno developed the following Code of Conduct for all clergy, employees, and volunteers who have contact with minors in the Diocese of Fresno and requires each person to acknowledge receipt of the document, understand the document, and comply with the document by signing and dating this Code of Conduct.

For the purpose of this document, the term **child, youth or minor** is defined as a person under the age of 18. A **vulnerable adult** is defined as an adult who experiences physical, emotional, intellectual, or psychological impairment.

Professional Ethical Obligations

1. Ministerial Role

- a) Will work collaboratively with all those engaged in ministry.
- b) Will faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Are competent and receive ongoing education and training commensurate with their role(s) and responsibilities.

2. Inclusion

- a) Will recognize the dignity of each person.
- b) Will serve all people without regard to gender, creed, national origin, age, marital status, socio-economic status, or political beliefs.
- c) Will ensure that all persons with disabilities are considered for reasonable accommodations.

3. Accountability

- a) Priests are accountable to the Bishop of the Diocese of Fresno or the person he designates; all others are accountable to the pastor, principal, or other duly appointed representative under the authority of the Bishop of the Diocese of Fresno.
- b) Will exercise responsible stewardship of resources while holding themselves to the highest

- standards of integrity regarding the fiscal matters placed in their trust.
- c) Are responsible for supporting each other. This support must include a proper response to inappropriate behaviors concerning children, youth, or vulnerable adults.

4. Confidentiality

- a) Will respect confidentiality when appropriate except in a Mandated Reporting situation such as disclosures of abuse, threats of suicide, or in response to acts of violence to self, others, or property.
- b) Will adhere to civil law concerning the reporting of neglect or abuse, or whenever physical harm could come to children, youth, or vulnerable adults.
- c) Will support the rights and roles of parents, guardians, and caretakers while ministering to the needs and concerns of children, youth, or vulnerable adults.

5. Conduct

- a) Shall sustain respectful relationships with all those they serve, avoiding sexual harassment and other forms of unlawful discrimination/harassment, and other abuses of authority or power.
- b) Will maintain appropriate professional boundaries with colleagues. Romantic or sexual relationships between an adult and a child, or a youth, or a vulnerable adult are inappropriate and unethical regardless of who initiates the contact.
- c) Must model healthy and positive behaviors with all children, youth, or vulnerable adults.
- d) Procuring, providing, or using alcohol and/or controlled substances for, or with children, youth, or vulnerable adults is prohibited.

6. Referrals and Intervention

- a) Should be aware of the signs of physical, sexual, and psychological abuse and neglect.
- b) Should be aware of their limitations and make appropriate counseling referrals.
- c) Should adhere to civil and ecclesial law, policy, and procedure for reporting child, youth, or vulnerable adult abuse, suspected abuse, or neglect.

7. Parish/School /Diocesan Policies and Guidelines

- a) Should be aware of and comply with all applicable parish/school, organizational and/or diocesan policies and guidelines with special attention to competency, sexual misconduct, safety, transportation, and parental permission.

Behavior Standards

1. Any verbal or nonverbal sexual behavior with any child, youth, or vulnerable adult is inappropriate and forbidden.
2. All reasonable suspicions of child sexual abuse must be reported as required by state law and diocesan policy. This includes contacting law enforcement. If the suspected abuser involves clergy, employee or a volunteer within the Diocese of Fresno, a report must also be made to the Vicar General at (559) 488-7400 and the Victim Assistance Coordinator at (559) 488-7400 or (559) 250-9851.
3. All observed violations of this Code of Conduct must be reported and documented.
4. Dating any child, youth, or vulnerable adult is forbidden.
5. Discretion must be used in dealing with all, especially regarding physical contact. Any overt display of affection should be made in a public setting in front of others and should respect the wishes of the other person.
6. If a child, youth, or vulnerable adult makes sexual gestures or overtures to you, it should be reported to your supervisor so that discussion of this behavior can be held with the child, youth, or vulnerable adult.

7. The “Buddy System” should be used whenever possible, especially when children, youth, or vulnerable adults are involved. Two adults or one adult and one teen are required in all religious education programs, classes and activities. This includes all activities for children and all youth ministry events and activities. Please note, that an adult must always be certain that all interaction/planning meetings with a teen assistant/helper must take place in public or in the presence of another adult or teen. Teens helpers must always be supervised by an adult that meets all Safe Environment requirements.
8. One-to-one communication with a child, youth, or vulnerable adult should occur in a public setting.
9. Driving alone with a child, youth, or vulnerable adult should be avoided at all times. Under unique circumstances a driver may provide transportation with parental consent and with communication with their immediate supervisor.
10. Two adults should be present until all children/youth have left the premises.
11. Never swear or use foul or abusive language in the presence of those you serve in ministry.
12. Never speak graphically about sexual activities, including your own, and do not allow others to do so.
13. Never show pornographic materials to those you serve in ministry.
14. Never use your role to degrade, ridicule, or threaten another person.
15. Never give children, youth, or vulnerable adults tobacco, alcohol, or unauthorized drugs.
16. Never allow children, youth, or vulnerable adults to become sexual with one another during ministry activities.
17. Never invite or host children, youth, or vulnerable adults in your home unless another adult is present.
18. Never spank, shake, slap or physically punish children, youth or vulnerable adults.
19. Never use, or be under the influence of alcohol at any time while ministering to children, youth, or vulnerable adults.
20. Never use, possess, or be under the influence of illegal drugs at any time.
21. Never wrestle with or tickle a child, youth, or vulnerable adult.
22. All behavior standards also apply to electronic media, including internet access, social/media networks such as E-mail, chat rooms, and phone conversations.
23. Communication via electronic communication devices (cell phone, internet, or social network sites) to a child, youth or vulnerable adult should be “one- to- many” rather than “one-to- one.” When a volunteer responds to a personal message, copy your message to your immediate supervisor. Private social networks accounts may not be utilized to connect with children, youth or vulnerable adults within the boundaries of your service.

Unacceptable behaviors:

- Meeting alone with a child, youth or vulnerable adult in isolated places, or meeting in homes without adults present.
- Showing favoritism.
- Physical contact that can be misinterpreted.
- Commenting on others’ bodies.
- Sexually provocative or revealing attire.
- Being nude in front of children, youth, or vulnerable adults.
- Sleeping in bed with children, youth, or vulnerable adults.

Warning signs in relationships between adults and children, youth, or vulnerable adults:

- Spending extra time grooming yourself when you know you’re going to see a certain person.

- Finding ways or reasons to be alone with a certain person.
- Keeping aspects of your relationship with a person secret from others (such as how often you talk on the phone or see each other alone).
- Giving and receiving special gifts from a certain person.
- Sharing personal information or seeking help with personal problems from a certain child, youth, or vulnerable adult.

Inappropriate displays of Affection in Ministry:

- Any form of unwanted affection.
- Touching bottoms, chests, or genital areas.
- Massages.
- Tickling or wrestling.
- Games involving inappropriate touching.
- Compliments that relate to physique or body development.
- Showing affection in isolated areas such as bedrooms, closets, restricted areas, bathrooms and other private rooms.
- Kisses on the mouth
- Lying down or sleeping beside others.
- Patting others on the thigh, knee or leg.
- Touching or hugging from behind.

Remember your responsibilities include reporting any concerns about others serving in your ministry to your supervisor, pastor or principal.

(Retain this Code of Conduct for Future Reference.)

SUBMIT THIS PAGE TO YOUR PARISH, SCHOOL OR ORGANIZATION.



DIOCESE OF FRESNO CODE OF CONDUCT



Signature Page

Any Violation of this Code by a member of the clergy, employee or volunteer involving a minor or vulnerable adult shall result in disciplinary action, up to and including dismissal.

I have read and I understand the Diocese of Fresno's Code of Conduct for clergy, employees and volunteers) and I commit to uphold this code in my area of service.

Signature: _____ **Print Name:** _____

Parish or School Name: _____ **Location:** _____

Date : _____

DIOCESE OF FRESNO EDUCATION CORPORATION

VOLUNTEER SERVICE APPLICATION

The Diocese of Fresno Education Corporation considers applicants for all positions without regard to race, color, gender, national origin, age, disability, or veteran status.

INSTRUCTIONS:

- Please complete this application form and return it to the school. Keep a copy for your files.
- You must fully and accurately complete the *Volunteer Service Application* form. Incomplete applications will not be considered. Resumes do not substitute for any part of the application.
- All volunteer applications are considered inactive after one year.
- If you are accepted as a school volunteer and dependent upon the duties to which you are assigned, you may be required to submit the following BEFORE STARTING SERVICE:
 - A clear criminal record
 - A signed copy of the Safe Environment "Code of Conduct"

A. GENERAL APPLICANT INFORMATION

Full Name			
Home Address			
City, State, Zip			
Home Phone ()		Social Security #	
Cell Phone ()		Religion	
Email Address			

SERVICE PREFERENCES

School Name			
Volunteer Service Title			
Service Duties			
Date Available to Start			
Hours and Days Available			
Other			

Why are you volunteering for this service position?

COMPLETE THE FOLLOWING

	YES	NO
Are you a practicing Roman Catholic or, if not, an active member of the religion indicated above?		
Do you have knowledge of Catholic doctrine and moral precepts and are you willing to teach in accordance with them while volunteering?		
Have you previously been employed or served as a volunteer for the Diocese of Fresno?		
If YES, when From: / / To: / / Location		
Can you perform the essential functions of the volunteer position with or without reasonable accommodation?		
Have you ever been convicted of any crime other than a minor traffic violation? <i>If YES, describe on a separate sheet of paper. A conviction may be relevant if it is related to service duties, but will not necessarily disqualify an applicant from volunteering.</i>		
Have you previously been fingerprinted cleared by the Diocese of Fresno?		
If YES, when From: / / To: / / Location		

At your sole discretion, you may attach additional information to explain the circumstances of your above answers.

B. WORK HISTORY: List Most Recent Employers First

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor			
Company Phone ()	Dates of Employment	From: / /	To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			

Employer/Company			
Type of Business			
Address			
City, State, Zip			
Immediate Supervisor			
Company Phone ()	Dates of Employment	From: / /	To: / /
Position Title			
Reason for Leaving			
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If NO, why not?			

C. EDUCATION

Type of School	Name/Address	Years of Schooling	Did you graduate ?	Major	Degree Awarded
High School					
College					
Post Grad					
Business/Trade					
Other					

D. REFERENCES

Please list 3 persons who may be contacted as professional references and who possess first-person knowledge of your character, abilities, and work ethic.

Name & Title	Address	City, State, Zip	Phone

PLEASE READ CAREFULLY AND SIGN

I authorize the Bishop of the Roman Catholic Diocese of Fresno, the Diocese of Fresno Education Corporation, or their designees, hereafter "Diocese" to communicate with persons listed as references, former employers, and any others with whom the Diocese desires to check. I agree to hold such persons harmless with respect to any information they may give about me.

I acknowledge that I am offering my time and service as a volunteer to the school. The school may accept or not accept my service. I further acknowledge that I am volunteering without present or future expectation of payment of any kind. Furthermore, I acknowledge that this is not an employment relationship and that I am under no obligation as to time, duties, or resources other than those services which I freely choose to provide to the school without compensation.

I understand that, if accepted as a volunteer, my volunteer work with the school will cease when I determine that I am no longer able to volunteer or when the school notifies me that my volunteer services are no longer requested.

I agree to conform to the volunteer policies of the Diocese. I understand that the completion of this Volunteer Application does not guarantee that I will be allowed to volunteer with the Diocese.

I affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception, or false statement made in this application may result in my not being considered for volunteer work, and if not discovered by the Diocese until after my beginning my service, is grounds for, and may result in, my immediate removal from volunteer services.

Signed _____

Date _____

CODE OF CONDUCT: CHAPERONES

1. I agree to be responsible for the children assigned to me.
2. I agree to follow the requirements of the Diocese of Fresno Safe Environment Program.
3. I agree to be a good role model in the interactions with all individuals by the following:
 - a. Dressing appropriately
 - b. Not consuming alcohol
 - c. Not using tobacco in any form
 - d. Not using illegal drugs
 - e. Not possessing a weapon
 - f. Being respectful to all children, adults, and others I may encounter on this trip.

Signature

Date

Print Name



ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

CERTIFICATE OF COMPLETION

To be signed by the licensed health care provider completing the risk assessment and/or examination

Name: _____ Date: _____

Date of Birth: _____

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

Health Care Provider Signature

Please Print Health Care Provider Name

Title

Office Address: Street

City

State

Zip Code

Telephone

Fax



Adult Tuberculosis (TB) Risk Assessment Questionnaire¹

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

To be administered by a licensed health care provider (physician, physician assistant, nurse practitioner, registered nurse)

Name: _____ Date of Risk Assessment: _____

Date of Birth: _____

History of positive TB test or TB disease Yes No

if yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire.*
if no, continue with questions below.

if there is a "Yes" response to any of the questions 1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

Risk Factors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1. One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB. ²	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Close contact with someone with infectious TB disease	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Birth in high TB-prevalence country** (*Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Travel to high TB-prevalence country** for more than 1 month (*Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*Once a person has a documented positive test for TB infection that has been followed by an x-ray that was deemed free of infectious TB, the TB risk assessment is no longer required.

¹ Adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and Centers for Disease Control and Prevention.

² Centers for Disease Control and Prevention (CDC). *Latent Tuberculosis Infection: A Guide for Primary Health Care Providers*. 2013.

(<http://www.cdc.gov/tb/publications/LTBI/default.htm>)



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0589

ORI (Code assigned by DOJ)

VOLUNTEER

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

OFFICE OF CATHOLIC EDUCATION

Agency Authorized to Receive Criminal Record Information

1550 N. FRESNO STREET

Street Address or P.O. Box

FRESNO

City

CA 93703

State ZIP Code

01056

Mail Code (five-digit code assigned by DOJ)

FRANCES A. AMORUSO

Contact Name (mandatory for all school submissions)

(559) 493-2851

Contact Telephone Number

Applicant Information:

Last Name

Other Name (AKA or Alias) Last

Date of Birth

Sex Male Female

Height

Weight

Eye Color

Hair Color

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

First Name

Middle Initial

Suffix

First

Suffix

Driver's License Number

Billing Number

(Agency Billing Number)

Misc. Number

(Other Identification Number)

City

State

ZIP Code

Your Number: 36 - MIQ / LEMOORE

OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

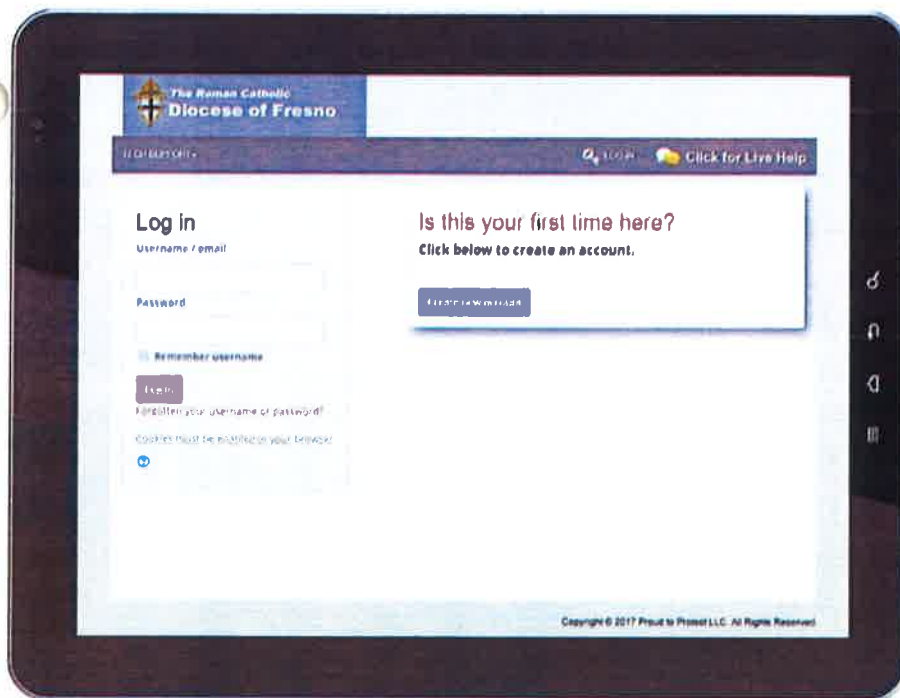
Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



SAFE ENVIRONMENT TRAINING INSTRUCTIONS

Step 1

Go to the safe environment training web site:

<https://safeandsacred-fresno.org>

Step 2

Click the **Create new account** button to register.

Step 3

Complete **ALL** information on the registration page.

Step 4

Click the **Create my new account** button to create your account.

Step 5

Click the **Continue** button to confirm your account and enter the training site.

An informational video will give you a tour of the site and how to use it after you are logged in.

You are done with training when you see your certificate on screen.

TIPS

TRAINING WORKS ON COMPUTERS, TABLETS AND SMARTPHONES

TRAINING WEBSITE IS FOR ADULT LEARNERS ONLY

ONE ACCOUNT PER PERSON

TECH SUPPORT AVAILABLE ONLINE

 Click for Live Help
(888) 804-9643

CONTACT YOUR CHURCH OR SCHOOL FOR HELP WITH BACKGROUND CHECKS

DIOCESE OF FRESNO



550 N. Fresno St.
Fresno, CA 93703