

ST. LAURENCE CATHOLIC SCHOOL/CHURCH VOLUNTEER SHEET INSTRUCTIONS FOR DIOCESAN REQUIRED SAFE ENVIRONMENT FORMS

Thank you so much for volunteering to help in some capacity at St. Laurence Catholic School and Church. We truly appreciate your commitment to our community. The Diocese of Rockford requires that all of our volunteers complete the following elements of the Diocesan Safe Environment Program which protects all students/parishioners safety and well being at all times. Below you will find detailed instructions to follow for each task. Each document is provided in PDF format for you to download and read at your convenience. Do not hesitate to call the school office at 847-468-6100 or church office 847-468-6900, if you have any questions.

1. *Protecting God's Children instruction sheet* - Please consult the information sheet on how to access this program online and follow the instructions. You will need to print the *Certificate of Completion* at the end of the program and return it to St. Laurence.

2. *Diocese of Rockford Guidelines for Those Working with Youth*. Please read through this document. You will need to print out and complete the Receipt Acknowledgement in the signature packet. Return it in the packet to St. Laurence.

3. *Diocese of Rockford Sexual Misconduct Norms* - Please read through this document. You will need to complete and sign the Volunteer Receipt Acknowledgement in the signature packet and return it in the packet to St. Laurence.

4. *Code of Pastoral Conduct* - Please read through this document. You will need to complete and sign the Volunteer Acknowledgement in the signature packet and return it in the packet to St. Laurence.

5. *Diocesan Code for the Pastoral Use of Technology and Social Media*. Please read through this document. You will need to complete and sign the Receipt Acknowledgement in the signature packet and return it in the packet to St. Laurence.

6. *DCFS Acknowledgement of Mandated Reporter Status* – complete and sign the document in the signature packet and return it in the packet to St. Laurence.

7. Upon completion of all documents, please bring all the completed sheets to the school office in person. There is one more document you need to fill out to complete this process. You will be given a *Uniform Conviction Information Act Name Inquiry* form to complete before leaving. This does require a Driver's License number, so please make sure to have it with you when returning the forms.

Thank you again for your support of St. Laurence Catholic School/Parish! ☺