

Safe Environment Requirements

For volunteers who work with children and youth at Our Lady of the Snows Church

Every adult volunteer who works with children & youth in whatever capacity is required by the Diocese of Reno to go through minimum requirements BEFORE volunteering in our parish.

Please complete items I and II:

I. Protecting God's Children Awareness Session:

- You **MUST** register beforehand; the workshops fill up quickly, so reserve your space as early as you can.
- If you arrive late, you will not be allowed in.
- **No one except participants (i.e. no children or teens) may attend.**

To Register:

Please go to <http://www.renodiocese.org>, click on the Safe Environment tab, and then scroll down and click on the VIRTUS Registration link

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=19150 to access the VIRTUS Registration page.

- Create a User ID and Password. Complete and answer the rest of the prompts.
- Register for the session you want.
- **IMPORTANT!** Complete the "**Volunteer Background Check**" when prompted to do so during the registration process.
- If you do not have computer or internet access, you may contact Elda Juarez at 326-9445 to reserve your spot.

After this session you will be required to complete continuing education by reading 24 bulletins online and complete a recertification review.

II. Volunteer Application:

1. **Adult Volunteer Application(attached): Complete and sign.**
2. **Return the Adult Volunteer Application to the parish office to the attention of your ministry leader.** You can FAX: 775-323-6749, mail or drop off documents at **1138 Wright St., Reno, NV 89509**. Or, scan and email to your ministry leader.

Thank you so much for understanding that our bishop and all of us are committed to keeping our children as safe from abuse as possible.

Rev. 10/25/2017

CONFIDENTIAL

DIOCESE OF RENO: ADULT VOLUNTEER APPLICATION

PLEASE RETURN THIS FORM TO THE PARISH OR SCHOOL, NOT THE DIOCESE

YOUR REFERENCES WILL BE CHECKED

Legal Name: _____

First

Middle

Last

Mailing Address: _____

Physical Address: (If different) _____

Home Telephone: _____ Cell phone _____

Email address: _____

Complete name of volunteer site: (School/Parish) _____

City where site is located: _____

Type of volunteer work to be performed _____

Name of supervisor at site: _____

List other names you use or are known by: _____

Employer/business name: _____

Previous experience working with youth organizations, schools, parishes (give years) _____

References: Please list three references with name, address, and telephone number of individuals who are familiar with your character as it relates to working with youth. Please complete thoroughly, as references will be checked.

Name _____ Telephone # _____

Address _____ Ref. Checked _____ Date _____

Name _____ Telephone # _____

Address _____ Ref. Checked _____ Date _____

Name _____ Telephone # _____

Address _____ Ref. Checked _____ Date _____

All volunteers who have any contact with minors and vulnerable adults in the performance of their duties need to attend a "Protecting God's Children" Awareness Session, and complete a follow-up process of reading on brief bulletin each month for a total of twenty-four and a re-certification review. A volunteer who has any contact with minors reason will need to complete a background check, and may also be required to submit fingerprints.

I understand that:

The information I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless from liability in appropriately utilizing this application information, parish, school, the Roman Catholic Bishop of Reno and the officers, directors, employees and volunteers thereof. I affirm the foregoing is true and correct to the best of my knowledge.

Signature of Applicant

Date

Reviewer's notes: Authority at volunteer location is to review and sign questionnaire.

Signature of reviewer _____ Date _____