

TEEN Volunteer Application

Instructions

1. Please, fill out this application in all of its parts.
2. Please review the last page of this document with the teen and sign of the completion of the review
3. A parent or guardian has to sign the completed form for it to be valid.
4. Provide three written letters of recommendation explaining the candidate's character from people other than family members.
 - a. One recommendation can be written by the Chairperson of the Ministry you intend to volunteer for.
5. Return the filled-out form to the Ministry Chair.

VOLUNTEER APPLICATION

Ave Maria Parish

This application is being used to help select suitable individuals for volunteer ministry and to ensure a safe and secure environment for the children and youth who participate in our programs and use our facilities.

Personal Information

Name: _____

Parent or Guardian (if under 18): _____

Residence address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Cell phone: _____

If less than 5 years at the above address, list all previous residence address(es) for the past 5 years: (if additional space is needed, attach separate sheet)

1) Address: _____

City: _____ State: _____ Zip: _____

Reason for moving: _____

2) Address: _____

City: _____ State: _____ Zip: _____

Reason for moving: _____

Home parish: _____

How long have you been a member of your home parish? _____

Background Information (Confidential)

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse or sexual harassment by you? YES NO

If yes, give a short explanation of the complaint. Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.

Driving Information

Do you have a current driver's license? YES NO

If yes, list your driver's license number: _____ State: _____

How many tickets have you received for moving violations during the past five years? _____

Do you have current liability insurance on your car? YES NO

Name of auto insurance carrier: _____

Volunteer Activity

List **all** current and previous church work (volunteer or paid) involving children or youth (list each church name and address, type of work performed, dates, and reason for leaving.)

List **all** current and previous non-church work (volunteer or paid) involving children or youth (list each organization's name and address, type of work performed, dates, and reason for leaving.)

What volunteer capacity are you interested in? _____

What skills and abilities do you have that make you suitable for this position? _____

MINOR VOLUNTEER PARENTAL CONSENT FORM

GL 1050-1

Dear Parents/Guardians of Minor Volunteers:

Your Minor has requested to volunteer with a Catholic parish or school program. As a Minor Volunteer, he/she should have received safe environment lessons during the course of school or religious education classes prior to embarking in any volunteer capacity involving other Minors. Attached to this Consent Form is a summary of Interactions and Behaviors which we ask that you review with your child.

All Minor Volunteers work in conjunction with adult supervisors. The Minor Volunteers are required to abide by the rules and requests established by the program supervisor.

The following information is from the Diocese of Colorado Springs Manual for Parish Safe Environment Coordinators concerning Minor Volunteers:

Minor Volunteers

Parish/school nurseries sometimes utilize the assistance of Minors as helpers to watch infants and children. Further, Minors may also assist in other activities such as Vacation Bible School, etc. These young people can serve under the supervision of the screened and trained Responsible Parties. These young people should never be unsupervised and may never count as one of the Responsible Parties. Youngsters may never assist the children or infants in the restroom or change their diapers. Parents or guardians must sign a Minor Volunteer Parental Consent Form before their minor children may volunteer in any capacity with children.

By signing below, you are providing permission for your Minor to volunteer in the parish and/or school program and you will assist them in complying with the safe environment standards of the Diocese of Colorado Springs. Additional information about the Diocese's safe environment standards may be found at www.diocs.org under Child and Youth Protection Charter, including the Sexual Misconduct Policy for the Diocese of Colorado Springs which is the Code of Conduct for the Diocese.

Name of Parish

Date

Name of Parent/Guardian

Signature of Parent/Guardian

Phone number

Name of Youth

Age: _____

Signature of Youth

INTERACTIONS AND BEHAVIORS SUMMARY

GL 1050-2

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|---|---|
| <p><i>Appropriate Physical Interaction</i></p> <ul style="list-style-type: none">• Side Hugs• Shoulder to shoulder or “temple” hugs• Handshakes• “High-fives” and hand slapping• Pats on the head or back when culturally appropriate• Holding hands (with smaller children in escorting situations)• Holding hands during prayer | <p><i>Inappropriate Physical Interaction</i></p> <ul style="list-style-type: none">• Any form of affection unwanted by the child• Showing affection in isolated areas• Physical contact insisted on or requested by an adult or minor volunteer• Inappropriate or lengthy embraces• Full frontal hugs• Kisses• Touching knees or legs• Touching buttocks, chest or genital areas• Wrestling and tickling• Corporal punishment• Allowing a child to cling to another’s leg• Massage |
| <p><i>Appropriate Behavior</i></p> <ul style="list-style-type: none">• Consistently applying the Guidelines for Working with minors• Providing a safe environment where the dignity of and respect for every individual is ensured• Knowing how and to whom to report inappropriate behavior• Avoiding emotional attachment and/or vulnerable situations• Awareness of the powerful attraction of minors to those in positions of trust and ability to refer minors developing dependency to another qualified adult | <p><i>Inappropriate Behavior</i></p> <ul style="list-style-type: none">• Contact with minors via any personal communication tools (such as phone, instant messaging, e-mail, social networking site...)• Being alone with minors while working in the scope of volunteer duties (such as a vehicle, restaurant, residence, sleeping facility, locker room, rest room, hot tub or pool, etc.)• Allowing or assisting minors to have access to alcohol, drugs, pornographic material, inappropriate website, DVD, CD or any illegal substance.• Photographing minors without parental consent• Singling out a minor with a personal gift |
| <p><i>Appropriate Verbal Interaction</i></p> <ul style="list-style-type: none">• Positive reinforcement• Appropriate jokes• Encouragement• Verbal praise• Program content communications | <p><i>Inappropriate Verbal Interaction</i></p> <ul style="list-style-type: none">• Name calling• Cursing• Off-color or sexual jokes or innuendo• Shaming• Belittling• Compliments/comments related to physical attributes• Telling secrets/asking children to keep secrets• Racial or ethnic insults or slurs or derogatory remarks about others• Discussing or involving in any way in personal adult matters, including sexual issues |