



?? AM I VOLUNTEER APPROVED??

To be “StJPII Volunteer Approved” at StJPII takes between 4-6 weeks. The following must be completed and turned into StJPII AFTER you complete the class:

- ___ Complete VIRTUS class 1 “Protecting God’s Children” (“PGC”) - StJPII is notified of your completion 4-5 weeks after the class
- ___ Complete Background Application from the StJPII website & give to StJPII **AFTER** completing the Virtus class. PLEASE USE YOUR NAME AS IT APPEARS ON YOUR DRIVERS LICENSE. THIS SHOULD BE THE SAME NAME YOU REGISTERED IN VIRTUS.
- ___ Read and Sign Code of Conduct from the StJPII website & give to StJPII **AFTER** completing the Virtus class
- ___ Picture taken for a StJPII Volunteer Badge - Pictures are taken the 1st Friday of the month before Mass in the main building reception area. You may have your picture taken any 1st Friday during this process.
- ___ Complete VIRTUS class 2 “Keeping the Promise Alive” (“KPA”) – Class 2/KPA is necessary if you took class 1/PGC more than 5 years ago. StJPII is notified of your completion 4-5 weeks after the class**
** After completing this class, you must submit a new background authorization form to StJPII. This is the same form as above from the StJPII website.

___ Complete VIRTUS class 3 “Protecting God’s Children Online Awareness Session 3.0) – Class 3 online is necessary if you took class 2/KPA more than 5 years ago.**

** After completing this class, you must submit a new background authorization form to StJP II. This is the same form as above from the StJP II website.

**CONSENT TO PERFORM NON-EMPLOYMENT BACKGROUND CHECK FOR
VOLUNTEERING ACTIVITIES AT ST. JOHN PAUL IICATHOLIC SCHOOL**

_____/_____
Last Name (your full name as it appears on your driver's license) **First Name** **Middle Name** **StJPII ID #**

 Maiden or other name(s) used in any and all other records of birth or records of residence.

 *Address _____ Apartment or # _____

 City _____ County _____ State _____ Zip _____

 **Date of Birth _____ Social Security Number _____ **Gender _____ **Race _____

****TO BE USED FOR NON-EMPLOYMENT BACKGROUND CHECK PURPOSES ONLY**

In connection with my application and desire to engage in volunteer activities, I have been advised and I hereby consent and authorize St. John Paul II Catholic School and its agent, at any time during or subsequent to my application process, to conduct a background check that may include a criminal record check and such additional verifications and reference checks as deemed necessary. I do hereby consent to St. John Paul II Catholic School's use of any information provided on this form or during the application process in performing the non-employment related background check. I agree to release, indemnify and hold harmless St. John Paul II Catholic School and any agency used by St. John Paul II Catholic School with regard to any information provided by the agency. I have been informed that I will have a reasonable opportunity to clear up any mistaken information provided by the agency within a reasonable time frame established within the sole discretion of St. John Paul II Catholic School. I acknowledge that facsimile, copy or electronic version of this form shall be as valid as the original.

The following are my responses to questions about my criminal history (if any).

1. YES NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (exclude minor traffic misdemeanors).
 If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____ / _____ / _____

Details of conviction:

2. YES NO Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense?
 If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of offense:

3. YES NO Have you ever-received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of supervision:

4. YES NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

Country: _____ City: _____ Date of Offense: _____

Details of conviction:

5. YES NO As of the date of this consent form, do you have any pending charges against you? If yes, please provide details below.

State: _____ County: _____ Date of Arrest _____

Details of pending charges:

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

CITY/TOWN	COUNTY	STATE

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT THIS WILL BE GROUNDS FOR DENYING OR TERMINATING MY ABILITY TO PROVIDE VOLUNTEER SERVICES FOR ST. JOHN PAUL II CATHOLIC SCHOOL

Signed this _____ day of _____, _____

APPLICANT/VOLUNTEER (PRINT NAME) _____ /StJPII ID# _____

APPLICANT/VOLUNTEER SIGNATURE _____

Archdiocese of Galveston-Houston Volunteer's Code of Conduct

Name of Parish, School or Facility: _____ City: _____

As a community of faith we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and are a condition of volunteer ministry.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to *Child Protective Services* (800.252.5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Obey all traffic laws when driving children and youth.

As a volunteer, I will not:

- Espouse any view contrary to the teachings of the Catholic Church during my volunteer ministry.
- Smoke or use tobacco products on parish property and/or in the presence of children or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Spank, shake, or slap children, youth or any person.
- Humiliate, ridicule, threaten or degrade children, youth or any person.
- Strike or touch a child, youth or any person in a sexual or other inappropriate manner.
- Engage in any conduct that frightens or humiliates children, youth or any person.
- Commit an illegal or immoral act in the presence of children and/or youth.
- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, etc.
- Drive a vehicle not in compliance with regulations and/or inspections while Driving Children.

As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I agree to notify the Archdiocesan Safe Environment Coordinator within 30 days if I have been charged with, convicted of, granted deferred adjudication or plead nolo contendere to any felony or any misdemeanor involving moral turpitude. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

Volunteer's Printed Name

Name of Ministry/Activity in which I volunteer

Volunteer's Signature

Date