

## VBS Volunteers and Parent Contract

All VBS Volunteers will be given a Colored Coded T-Shirt that must be worn during VBS. T-Shirts need to be returned on Friday, July 16th after the Closing Celebration.

### Dress Code

How you dress gives off a big message about how you are.

Girls- Shorts/Skirts must be longer than the fingertips when standing naturally with arms to the side. No visible cleavage. No flip flops. Sandals, shoes or sneakers are appropriate.

Boys- Pants must be worn at the waistline. Sagging is not acceptable; underwear must remain “down under”. No flip flops. Sandals, shoes or sneakers are appropriate.

### Behavior

Anyone who is caught fooling around will be sent home and will not receive credit for any of their hours.

### Attendance

Volunteers must be present 8:45 – 12:15 Monday – Friday to receive credit for Confirmation Service. Teachers need to sign in and out every day in the Family Faith Formation office. All other VBS volunteers will sign in and out in the cafeteria.

I have read the above VBS requirements and agree to the terms. I understand that I will be sent home if I do not abide with them.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS CONTRACT BY FRIDAY JUNE 25, 2010**

## Diocese of Buffalo Code of Conduct

For Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers

### Code of Conduct

Adults who work with children or young adults through the Diocese of Buffalo or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and assists – and does not harm — the children and young adults with whom they work. In keeping with that obligation, the Diocese of Buffalo establishes the following Code of Conduct for all who minister to children and young adults in the parishes of the Diocese, teach children and young adults in the schools of the Diocese, coach children and young adults on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with children and young adults through the Diocese of Buffalo.

**As one of the priests and religious, teachers and coaches, employees and /or volunteers, who work with children and young adults in or through the Diocese of Buffalo, I solemnly pledge that:**

- 1) I will to the best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Buffalo;
- 2) I will always remember that I am not a peer of the children or young adults with whom I work and I will perform my duties accordingly;
- 3) I will maintain appropriate physical and emotional boundaries from the children and young adults with whom I work;
- 4) I will avoid situations where I am alone with a child and/or young adult at Church activities;
- 5) I will refrain from any and all physical conduct, conversations and other communications with children or young adults that have a sexual purpose or result;
- 6) I will not touch a child and/or young adult in a sexual or other inappropriate manner;
- 7) I will report suspected abuse to the pastor, administrator, or appropriate supervisor and I will report to the appropriate office of the District Attorney any allegation of sexual abuse of a person who is a minor;
- 8) I will cooperate fully in any investigation of abuse of children and/or young adults;
- 9) I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- 10) I will use positive reinforcement rather than criticism, competition, or comparison when working with children and/or young adults;
- 11) I will neither accept expensive gifts from children and/or young adults nor give expensive gifts to them without prior written approval from the parents or guardians and from the pastor or administrator;
- 12) I will not smoke or use tobacco products in the presence of children and/or young adults;
- 13) I will not use, possess, or be under the influence of alcohol while working with children and/or young adults;
- 14) I will not use, possess, or be under the influence of illegal drugs at any time;
- 15) I will not pose any health risk to children and/or young adults (i.e., no fevers or other contagious situations);
- 16) I will not strike, spank, shake, or slap children and/or young adults;
- 17) I will not humiliate, ridicule, threaten, or degrade children and/or young adults;
- 18) I will not use any discipline that frightens or humiliates children and/or young adults;
- 19) I will not use profanity in the presence of children and/or young adults.

***I understand that this code is to be applied fairly and equitably on a case by case basis. I understand that in working with children and/or youth, I am subject to a thorough background check including criminal history. 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 removal from my position. I also understand that this code of conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.***

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DIOCESE OF BUFFALO  
UNIFORM VOLUNTEER QUESTIONNAIRE**

The Diocese of Buffalo does not discriminate in its selection of volunteers on the basis of race, color, age, sex or national origin. The Diocese may consider the candidate's religious affiliation in its decision to accept you as a volunteer because of its status as a religious entity, consistent with state and federal law.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Parish or Institution: \_\_\_\_\_

\*Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(\*Social Security numbers must be provided (drivers license is not acceptable). If they refuse to provide this information they cannot be used in any programs involving children).  
Month Day Year

**ADULTS OVER 18 ONLY**

**EMPLOYMENT RECORD**

**CURRENT OR MOST RECENT EMPLOYMENT**

Employed by: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Your Supervisor: \_\_\_\_\_ Telephone# \_\_\_\_\_

Supervisor's title \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/year) (Month/year)

Why did you leave? \_\_\_\_\_  
\_\_\_\_\_

**IF EMPLOYED LESS THAN TWO (2) YEARS, PREVIOUS EMPLOYMENT:**

Employed by: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip code)

Your supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/year) (Month/year)

Why did you leave? \_\_\_\_\_

**ADULTS OVER 18 ONLY**

**VOLUNTEER SERVICE WITHIN THE PAST THREE (3) YEARS:**

Or list other references

Organization Name/ Address/ Supervisor	Position	Dates	Office Use References Checked
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Religious affiliation: \_\_\_\_\_

Have you ever been discharged or asked to resign by your employer or a volunteer organization?

Yes  No If yes, please state circumstances: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of, or are you currently under indictment for a crime with the exception of a traffic offense? Yes No Date: \_\_\_\_\_ please explain

State charge and disposition: \_\_\_\_\_

Are you now or have you ever been the subject of an indicated report of child abuse, neglect or Maltreatment:  Yes  No Date: \_\_\_\_\_ if yes, please explain \_\_\_\_\_

\_\_\_\_\_

Your answer is looked upon only as one of the factors considered in our decision and is evaluated in terms of nature, severity and date of the offense. No applicant will be excluded from consideration due to prior arrests.

**APPLICANT'S AGREEMENT:**

I hereby represent that each answer to a question herein and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject which the answer or information relates. I understand that any incorrect or false statements or information furnished by me will subject me to discharge at any time. I hereby authorize my former employers and organizations to which I volunteered my services to give any information regarding my employment or volunteer services with them and, in addition, to furnish any other information they may have concerning me, including, but not limited to, character, general reputation and personal characteristics.

I understand that my volunteer services are for no definite period and may be terminated at any time without previous notice.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

VOLUNTEER APPLICATION FORM

(Please print)

Mr. Mrs. Miss or Ms.      First Name                                      Last Name                                      If Married, Spouse's First Name

Address    City/State                                      Zip

Home Phone                      E-Mail Address                                      Work Phone                                      Cell Phone

**Are you registered at St. Gregory's?**      \_\_\_\_ Yes      \_\_\_\_ No  
*(If not, please submit a letter of recommendation from your pastor)*

**(Adults 18 and over)**  
**Have you attended "Protecting God's Children 3 1/2 hr Workshop?"**      \_\_\_\_ Yes      \_\_\_\_ No  
If yes, please list the location and date \_\_\_\_\_

**(Parent & Teachers only)**  
**Do you have a child in Family Faith Formation?**      \_\_\_\_ Yes      \_\_\_\_ No

**All Volunteers:**

**REFERENCES** – Please list 2 references- someone other than a relative or Family Faith Formation staff member:

NAME	ADDRESS	ZIP	PHONE NUMBER
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**ALL VOLUNTEERS - PLEASE CHECK ONE AND SIGN:**

- Family Faith Formation Catechist (Please note all catechists must be 18 year old). I attest to the fact that I have received the Sacrament of Confirmation, attend Mass and receive Holy Communion regularly, that the school-aged members of my family are under religious instructions, and if married, I have entered a ceremony performed in conformity with the regulations of the Catholic Church. **I promise to teach in accordance to the teachings of the Catholic Church and to give example and encouragement by my Catholic life to the students I instruct.**
- Parent Volunteer
- Student Volunteer (under 18 years of age)

**Volunteer Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_