



# Volunteer Registration

## VBS 2018 June 11-15 9:00am – 11:45am

Limited pre-teen positions available. Teen volunteers going into 6th-8th grade in fall of 2018 need to have a parent volunteer on site during VBS.  
**Children of volunteers only \$35** - Discount applies to children of volunteers ages 18 or older.

**VOLUNTEER INFO** - please print clearly and read "Code of Conduct" on back. If you are 18 or older, you need to fill out "Requirements" on back of this sheet as well.

First name (write above)		Last name		NO - list age:	YES If YES, please fill out back.
				18 or older?	
Mobile phone		Other phone (specify)			
E-mail address (Most communication will be sent this way)		Street address		City	Zip
Emergency contact name		Emergency contact phone			
S M L XL		YES NO			
Adult shirt size (circle one)		If you have children, would you like them in your group?			

**Volunteer preferred area:** please make a couple choices. Assigned on first-come first-served basis.

**Availability:** If not all, circle days that you *can* work: M T W T F

<input type="checkbox"/> Crew Leader (18 or older)	<input type="checkbox"/> KidVid Cinema Leader ..... <input type="checkbox"/> Assistant	<input type="checkbox"/> Music & Skits Leader..... <input type="checkbox"/> Assistant
<input type="checkbox"/> Assistant Crew Leader	<input type="checkbox"/> Bible Expeditions Leader ..... <input type="checkbox"/> Assistant	<input type="checkbox"/> Preschool Leader ..... <input type="checkbox"/> Assistant
<input checked="" type="checkbox"/> Photographer	<input type="checkbox"/> Games Leader ..... <input type="checkbox"/> Assistant	<input type="checkbox"/> Nursery Leader ..... <input type="checkbox"/> Assistant
<input type="checkbox"/> Where Most Needed	<input type="checkbox"/> Imagination Station Leader . <input type="checkbox"/> Assistant (Science)	<input type="checkbox"/> Snack Leader ..... <input type="checkbox"/> Assistant

**NURSERY REGISTRATION** - Children ages 6 mos. – 35 mos. can be cared for in the Nursery Nook at no charge. Please list all younger children and their ages as of June 1.

<b>Child 1</b>			M F	
	First Name	Last Name	Gender	Age as of June 1, 2018
	Please list allergies and necessary medical info.			

<b>Child 2</b>			M F	
	First Name	Last Name	Gender	Age as of June 1, 2018
	Please list allergies and necessary medical info.			

<b>Child 3</b>			M F	
	First Name	Last Name	Gender	Age as of June 1, 2018
	Please list allergies and necessary medical info.			

**OFFICE USE ONLY** Date received \_\_\_\_\_

# Volunteer Code of Conduct and Requirements

## For Volunteers within the Archdiocese of Saint Paul and Minneapolis.

As a volunteer, I promise to follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and/or vulnerable adults of the Archdiocese of Saint Paul and Minneapolis.

### As a volunteer, I WILL:

- Treat everyone I serve with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth or vulnerable adults.
- Maintain confidentiality in all matters related to normal parish business.
- Comply with the mandatory reporting regulations of the State of Minnesota and with the Archdiocesan sexual abuse policies to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children, youth or vulnerable adults.

### As a volunteer, I WILL NOT:

- Touch or speak to a child, youth, or vulnerable adult in a sexual or other inappropriate manner.
- Strike, spank, shake, or slap children, youth or vulnerable adults.
- Humiliate, ridicule, threaten, or degrade children, youth or vulnerable adults.
- Accept or give gifts to children, youth, or vulnerable adults without the knowledge of their parents or guardians.
- Smoke or use tobacco products while engaging in volunteer activities with children, youth, or vulnerable adults.
- Use, possess, or be under the influence of alcohol, or illegal drugs at any time while volunteering.
- Use, possess, or show pornographic materials to children, youth, or vulnerable adults at anytime while volunteering.
- Use profanity in the presence of children, youth, or vulnerable adults.

## Requirements

The Archdiocese requires all **adult volunteers (age 18+)** who will work with children and/or vulnerable adults to complete a background check and attend a one-time VIRTUS training. Please check the following that you have completed with the approximate date it was completed so we can verify with SJTW and the Archdiocese for our volunteer database. If you have not completed a background check or attended a VIRTUS session please check those options so we can get you the information you need to complete these requirements.

Please check appropriate boxes below and fill out date if needed.

- I have completed and submitted a background check form for SJTW. Date: \_\_\_\_\_
- I have attended a VIRTUS training session. Date: \_\_\_\_\_
- I am unsure if I have completed VIRTUS and/or a background check with SJTW.
- I am a new volunteer! Please send me a background check form and information on how to register for a VIRTUS session.

I understand that as a volunteer working with children, youth and/or vulnerable adults, I am subject to a background check including criminal history.

My signature confirms that I have read this Code of Conduct and that as a volunteer ministering to children, youth and/or vulnerable adults, I agree to follow these standards. 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 with children, youth and/or vulnerable adults.

Volunteer PRINT Name

Signature

Date