

St. Francis of Assisi Catholic Church,
Castle Rock, CO



YOUTH
Volunteer Application
Packet



Thank you for volunteering your time and talents to St. Francis of Assisi Catholic Church. This **Volunteer Application—Youth (under 18)** has several parts and some I will need completed and returned to the Church Office.

The following pages I will need completed and returned:

- **Teen Information Form**
 - Be sure to sign and date
 - Your references will be checked so please list address for each
- **Review the following document with a parent:**
Interactions & Behaviors Summary
- **Minor Volunteer Parental Consent Form (under 18)**
 - Complete and have parent and teen sign form

If you have questions please contact:

Mary Kochivar at 303-688-3025 ext. 101 or

mkochivar@stfranciscr.org

Youth Volunteer Information Form

Name: _____ Date: _____

Address: _____

Parent's Name(s): _____

Parent's Email Address(es): _____

Parent's Cell Phone(s): _____

Home Phone: _____ Cell Phone: _____

For emergency use only

The volunteer activity that the minor is interested in is: _____

Employment and/or Volunteer History (if applicable) attach additional sheets as needed:

Employed/Service From _____ To _____

Organization Name _____

Supervisor's Name & Phone Number _____

Street Address _____ City & State _____

Work Performed _____ Involving minors? Y N

Reason for leaving _____

List three references who are not relatives – examples: scout leaders, coaches, teachers, neighbors:

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Emergency Contact: _____ Phone: _____

Signature _____

For Office Use Only:

Training with KKS or other approved program (dates): _____

Interactions and Behavior Training (date): _____ Reference Checks Completed (dates): _____

Supervisor(s): _____

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

<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



ELEMENTARY, MIDDLE SCHOOL & HIGH SCHOOL FAITH FORMATION ADULT VOLUNTEER FORM

PLEASE NOTE: These positions **MUST** be filled to successfully run the Faith Formation Programs.

- **Catechist:** Teach class during assigned time each week; Attend training workshop in August and optional retreats/continuing education throughout the year.
- **Catechist Aide:** Assist a catechist in a class on a weekly basis with presentation of the lesson, prayer, craft, and/or classroom management.
- **Elementary Parent Substitute:** Parent needed to be on call to substitute for Catechist/Aide of your child's class.
- **Substitute Catechist/ Aide:** Be able to fill in when Catechist/Aide is unable. Please select the grade/s and day/s you are to substitute.
- **Hall Monitor:** Be a regular on-site supervisory presence during a time period to put out and pick up cones, monitor the hallways, pick up sign in/out folders and assist catechists with finding supplies.
- **Clean Up Crew:** Assist Faith Formation Director in cleaning up after classes. Teens (8th grade and up) are welcome to volunteer for service hours!
- **Core Team for Life Teen (High School)-** Dynamic Catholics who are eager to serve our youth and lead them by example. Willing to actively participate in all aspects of the program (small groups, games, retreats, etc.)

I WOULD LIKE TO BE CONTACTED IN SERVING AS A: _____

PLEASE CHECK GRADE LEVEL PREFERRED:

RCIA Sunday Morning 11:00am-12:30pm _____

Kinder - 5th grade Sunday 8:00am – 9:20am

K____, 1st____, 2nd____, 3rd____, 4th____, 5th____

6th - 8th grade Sunday 3:45pm - 5:00pm

K____, 1st____, 2nd____, 3rd____, 4th____, 5th____, 6th____, 7th____, 8th____

Kinder - 8th grade Wednesday 4:45pm - 6:00pm

K____, 1st____, 2nd____, 3rd____, 4th____, 5th____, 6th____, 7th____, 8th____

High School Life Teen (9th, 10th, 11th, 12th) Sunday 5:30pm – 8:30pm

9th____, 10th____, 11th____, 12th____

FULL NAME _____

PHONE NUMBER _____

EMAIL _____