

## **PROCEDURES FOR VOLUNTEERS**

**First Type** Bingo Work, Committee Member, School Board, etc.  
This is for volunteers who would not normally come into contact with children.

### **REQUIREMENTS**

At a minimum, Level I volunteers must complete the Archdiocesan Application for Volunteer Service. Complete only the applicable sections. References are not required. You must also review a copy of “A Statement of Policy for the Protection of Youth,” and “The Code of Conduct for Church Personnel in the Archdiocese of Baltimore.”

**Second Type** Coaches, Homeroom HSA Volunteers, HSA Board Members, Class Party Helpers, Field Trip Participants (includes all grades), etc.

### **REQUIREMENTS**

- Complete the application and review the readings as required for Level I. Complete only the applicable sections.
- Provide the reference forms to the people listed in Section VI. A minimum of three references must be provided. Written preferences are preferred. Please use the forms provided in this packet. Phone references will be made only by special written request.
- Complete the consent form and the criminal history screening.
- Complete the two-hour training session referred to as STAND.

Please complete the packet materials and return to the school, marked to the attention of (Name), Screening Coordinator.

**All materials are confidential and will be stored in a locked secure area.**

Volunteer cards will be distributed to you upon the verification of your submitted information.

***Materials for two adults have been included in this packet. Additional materials are available by contacting (Name) at (Phone number)***