

Volunteer Requirements

**If you want to volunteer with children (even one time)
you must be in compliance with
Archdiocesan Policy for the Protection of Children and Youth**

Archdiocesan policy requires that volunteers whose service includes any contact with children must:

1. Go the www.archbalt.org website.
2. Click on the “About Us”.
3. Click on “Child & Youth Protection”
4. Click on “Requirements for Volunteers”
5. Click on “Complete the Application for Volunteer Service”. Complete the application including providing three references. Include daytime phone numbers. References must be people who know you from different aspects of your life over various periods of time. If you have volunteered or been employed in an Archdiocesan entity you must include your supervisor/contact of the last Archdiocesan entity as a reference. Complete **all** sections of the application. Incomplete applications will be returned.
6. Click on and review “*Code of Conduct for Church Personnel and Statement of Policy for the Protection of Children and Youth*”. Review both booklets on the Archdiocesan web site.
7. Click on “Volunteer Criminal History Screening Consent Form”. Complete the form.
8. Click on “Online STAND Training”. Participate in a STAND on line training session. **Print out the certificate at the end of the training** signifying completion of the course. *If you are not able to do the training on line, video training is available. Notify the parish office (410-665-2111)*
9. Return the following completed documents to the parish office or the school office:
 - a. Application for Volunteer Service
 - b. Volunteer Criminal History Screening Consent Form
 - c. Certificate of completion of online STAND training

If you are unable to download the application materials from the web they are available through school or at the parish office. The Archdiocesan web site has other helpful information for volunteers and parents.

Volunteer service can begin ONLY after all requirements are fulfilled, including completed reference checks. A compliance card will be issued upon completion and the appropriate site notified of your approval.

If you are transferring from another Catholic school and/or have completed the application process elsewhere in the Archdiocese of Baltimore:

You must:

Complete the Application for Volunteer Service (we have to check your references) and the Volunteer Criminal History Screening Consent Form.

Provide the name of the previous location so your compliance can be verified

Include your supervisor/contact at your previous location as a reference

