



Volunteer Application

Date: ____/____/____

First Name _____ Last Name _____

Address _____ City _____ Zip _____

Phone: Home _____ Cell _____

E-mail _____

Gender: Male Female Religion (Optional): _____

Married Single Divorced Widowed

Employer _____ Position _____

Education: Grade Completed _____

Previous volunteer experience _____

Do you speak another language? Yes No

(1) Language _____ Fluent Reading (2) Language _____ Fluent Reading

Hobbies and Interests _____

Have you ever been convicted for violation of any laws, traffic or otherwise? Yes No

If yes, please explain: _____

Reason for Volunteering: Give back to the community Develop new skills

Community Service Service Learning Other _____

School Hours Required _____ Need to be completed by _____

Court Mandated Community Service: Why _____ Hours Required _____

How did you hear about our program? _____

Type of volunteer work that interests you:

<input type="checkbox"/> Food Pantry	<input type="checkbox"/> Friendly Phone Program – Orleans County
<input type="checkbox"/> Ladies of Charity	<input type="checkbox"/> Home Visitation Program – Genesee County
<input type="checkbox"/> Appeal Department	<input type="checkbox"/> Telephone Assurance Program
<input type="checkbox"/> Guild for the Blind	<input type="checkbox"/> Immigration and Refugee Program
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Are their limits to the type of volunteer activities you can be assigned? (ex. lifting 10 pounds or more, sitting for too long, climbing stairs, etc.)?

AVAILABILITY

PLEASE CHECK DAYS AND GIVE SPECIFIC TIMES YOU ARE AVAILABLE.

	<u>AM</u> Times Available	<u>PM</u> Times Available
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		

Commitment: Ongoing Temporary: From _____ to _____

References:

1) Name _____ Phone Number _____

2) Name _____ Phone Number _____

CONFIDENTIALITY STATEMENT

I UNDERSTAND THAT ALL INFORMATION RECEIVED DIRECTLY OR INDIRECTLY CONCERNING ANY CLIENT, PAID STAFF MEMBER, OR VOLUNTEER, IS CONFIDENTIAL. CONFIDENTIAL INFORMATION MAY BE SHARED ONLY AMONG AGENCY PERSONNEL.

I hereby give my consent for *Catholic Charities* to keep my information on file, to contact my references and agree to a background check if needed.

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(Needed if under 18 years of age)

For Office Use Only

Received: ____/____/____ Start Date: ____/____/____ Location _____

Program/Position: _____

Comments: _____

Diocese of Buffalo

Code of Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers

Code of Conduct

Adults who work with young people or vulnerable 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 young people and vulnerable adults with whom they work. In keeping with that obligation, the Diocese of Buffalo has established the following Code of Conduct for all who minister to young people or vulnerable adults in the parishes of the Diocese, teach young people in the schools of the Diocese, coach young people on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with young people or vulnerable adults through the Diocese of Buffalo. For purposes of this policy, the term "young people" or "young person" means anyone under the age of 18, and the term "vulnerable adult" means a person who is impaired by reason of mental illness, mental deficiency, physical illness, or disability to the extent that he or she lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his or her person or to manage his or her affairs effectively.

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.
- 20) I will not acquire, possess, or distribute a pornographic image of a young person, nor will I show a pornographic image of an adult to a young person.

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

I further understand that this criminal background check will be conducted prior to beginning my employment/assignment and thereafter at such times and frequencies as determined by the agency, department, and/or organization by which I am employed and/or to which I am assigned.

I understand that criminal background and character reference information may be requested from public and private sources.

I understand that any action inconsistent with this Code of Conduct, or actions inconsistent with Diocesan policies for the protection of children and young adults, 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.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, or insurance company contacted by the Diocese of Buffalo or its agent to furnish the information described herein. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any liability arising out of the requests for or release of any of the information or reports herein.

Printed Name

Signature

Date



Volunteer Agreement

This agreement is intended to formalize the relationship between the *Catholic Charities* program and the volunteer. The agreement should be clearly understood by both the program and the volunteer and be used as a way to ensure a rewarding volunteer experience.

Volunteer

I, _____, agree to serve as a volunteer and commit to the following:

- Perform my volunteer duties to the best of my ability
- Adhere to *Catholic Charities* policies and procedures, especially **confidentiality** of agency, staff and client information received directly or indirectly. Confidential information may be shared ONLY among agency personnel.
- Be punctual and conscientious in my assignments and my commitment, or to provide adequate notice so that alternate arrangements can be made
- Address any problems or suggestions directly to the program supervisor or department director
- Act at all times as a member of the team in accomplishing the mission of the agency
- Record my volunteer hours as requested

I understand that by signing below I am agreeing to meet the above expectations and give permission for the agency to check my references.

Volunteer Date: _____

Catholic Charities Program _____

Worker/Supervisor Date: _____