

## **C.A.S.E. Paperwork Check List:**

**Please have the following completed three weeks prior to the event you wish to volunteer for**

Did I Remember to...

- Read and Complete my Volunteer Code of Conduct form then sign and date it?
- Read and Complete my Background Check form in entirety then sign and date it?
- Include a copy of my Driver's License, Birth Certificate or Passport?
- Complete my C.A.S.E Training either online or in person?
- If you completed your C.A.S.E Training ONLINE, you must print out and submit a copy of your Certificate of Completion and a copy of your completed test questions.*

Dear Parents and Guardians,

Thank you for considering volunteering. It is a truly rewarding experience!

I would like to take this opportunity to give you a brief overview of what C.A.S.E Training is and what it entails:

**Per the Diocese of Rochester, C.A.S.E training, without any exceptions, is mandated for all volunteers working with children, youth and vulnerable adults.**

**C.A.S.E. training has three components which all must be completed prior to volunteering and renewed every three years. Please give yourself 3 weeks to complete your C.A.S.E training requirements prior to the event you are volunteering for.**

**1.) A Code of Conduct (Volunteer Code of Conduct for Adults form) which you will sign to affirm that your first obligation is to give a good example to our children and follow the rules and guidelines in the Code of Conduct while providing service to our children and youth.**

**2.) A Background check (Background Check Notification and Authorization for Volunteers form) which gives your consent to check your records from the following departments:**

- The Department of Corrections
- Social Security (to verify you are who you say you are)
- Sex Offender Registry both Local and Federal

**All volunteers must consent to a Background check. No one is permitted to volunteer without written consent for a background check.**

**Please include a copy of your Driver's License, Birth Certificate or Passport, email and phone number.**

**Please know that you may not volunteer until your background check has been completed. (This process can take up to 5-10 business days) All Background checks are confidential and are processed and secured (encrypted) through RBA. Once the report is complete, I can only see if the volunteer is cleared to begin volunteering or not.**

**3.) C.A.S.E Training:** An online OR classroom setting course which introduces volunteers to sobering facts about sexual abuse and what actions you need to take if you suspect a child, youth or vulnerable adult is a victim of physical or sexual abuse.

If you would like to complete your C.A.S.E Training in a classroom setting, please let me know. Times are available quarterly throughout the year.

A few things you need to know about the Online C.A.S.E program (See How to Access Creating a Safe Environment (CaSE) Online Training sheet in the C.A.S.E packet):

1. **You must submit a printout of all of your answered test questions along with your Certificate of Completion in order for your training to be valid.**
2. It works best on a laptop or PC. Taking the course on a tablet or phone won't work.

3. You need to use the latest version of Internet Explorer with Adobe Flash and Reader Installed
4. The program takes about an hour and does not allow you to continue where you left off. If you stop in the middle, you'll have to start all over again when you come back.

Together we will forever Create A Safe Environment for our children, youth and vulnerable adults in our Catholic schools, Parish, Scouts, CYO, Music Ministry, Sacramental Preparation workshops...the list goes on!

Please do not hesitate to contact me with any questions or concerns you may have about C.A.S.E. You can find me in the St. Kateri Faith Formation Office.

Sincerely,

Corynn Shaw  
Catechetical Coordinator  
St. Kateri Parish  
Phone: 544-8889 Ex. 3403  
Email: [corynn.shaw@dor.org](mailto:corynn.shaw@dor.org)

# DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

## VOLUNTEER CODE OF CONDUCT (For Adults)

Children, youth and vulnerable adults are important gifts entrusted to us by God. I recognize my first obligation is to give a good example of charity, kindness, and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to children, youth, or vulnerable adults.

### Volunteers shall

- Understand that the only appropriate relationship as a volunteer is that of adult volunteer minister, not friend or peer to a child or youth.
- Establish and maintain safe environments by preserving appropriate boundaries with children, youth, and vulnerable adults.
- Witness in all relationships the chastity appropriate to one's state in life, whether ordained or lay, married or single.
- Treat each person with respect, charity, patience, courtesy, dignity, and consideration.
- Immediately report any suspected abuse to the **staff person** in charge (immediate supervisor).
- Cooperate in any investigation of suspected abuse of children, youth, or vulnerable adults.
- Be familiar with and follow pertinent safety policies, including but not limited to Creating a Safe Environment (CASE).
- Participate in appropriate training as required by supervisor.
- \*Work in pairs or as part of a team when working with children, youth, and vulnerable adults.
- \*Utilize a "buddy system" with children, youth, or vulnerable adults so that children, youth, and vulnerable adults are not alone with adult volunteers at church activities.
- Maintain sleeping quarters for adults separate from children/youth/vulnerable adults. Never share a bed with a child, youth, or vulnerable adult.
- Use only communications technologies that are "one-to-many" when working with children, youth, or vulnerable adults. Forbidden one-on-one contact includes, but is not limited to, cell phones, social networking sites and their internal private messaging tools (inbox), text messaging, instant messaging, chat, and email. When responding to a personal message, copy your response to your immediate supervisor.
- \*Meet with children, youth, or vulnerable adults in public places or on church property.
- Use the internet as a resource for programs, but do not access, download, or share obscene or inappropriate material, chain letters, jokes, etc. with children, youth, or vulnerable adults.
- Gifts **given** by volunteers to children, youth, or vulnerable adults should be "tokens," not expensive or inappropriate.
- Gifts **received** by volunteers from children, youth, or vulnerable adults should be tokens, not expensive or inappropriate. Gifts may only be received with validated approval of the pastor, pastoral administrator, or principal.
- Use positive reinforcement with children, youth, or vulnerable adults rather than criticism, competition, or comparison.
- Employ appropriate conduct, speech, and dress.

**Volunteers shall not**

- Use, possess, or be under the influence of alcohol and/or illegal drugs while responsible for children, youth, or vulnerable adults at any church activity or event.
- Smoke or use tobacco products in the presence of children or youth.
- Engage in sexual harassment of a child, youth, or vulnerable adult.
- Strike, spank, shake, or slap a child, youth, or vulnerable adult.
- Humiliate, ridicule, or degrade a child, youth, or vulnerable adult.
- Touch a child, youth, or vulnerable adult in a sexual manner.
- Expose a child, youth, or vulnerable adult to pornographic or obscene material in any format.
- Use profanity in the presence of a child, youth, or vulnerable adult.
- Use any form of discipline that humiliates a child, youth, or vulnerable adult.
- Host in their homes children, youth, or vulnerable adults whom they have met through their volunteer activities singly or in groups.

\* Those visiting the homebound (unrelated parties) may be friends with those who are visited. While it is preferable that visitations be made by teams of two, pragmatically this practice might not be possible.

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Name

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Signature

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Ministry Area

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Date

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Primary Phone Number

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email

**DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS**

**BACKGROUND CHECK  
NOTIFICATION and AUTHORIZATION for VOLUNTEERS**

**PREFACE**

In response to the issue of sexual abuse of children by those in the employ of the Church, the United States Bishops in 2002 adopted the *Charter for the Protection of Children and Young People*. One of the provisions of the *Charter* calls for each diocese in the country to implement checks to determine if a current or prospective volunteer who works with minor children and youth has a criminal record or is listed on any sex offender registry. The Diocese extends that protection to vulnerable adults too. Because these checks are conducted on behalf of the Parish/Diocese by a third party they are subject to the Fair Credit Reporting Act; however, these checks **do not** seek information related to an individual's credit history or credit worthiness. The purpose of the check will be to verify the individual's identity and to ascertain if there is any previous criminal record. **A report on your credit history will not be requested or obtained.**

It is important to note that the purpose of this authorization form is to obtain background checks to help maintain a safe environment for children, young people and vulnerable adults. In order for these record checks to occur, the authorization must be signed. The Fair Credit Reporting Act provides the opportunity to address any negative information gained as a result of the background check. In addition, by signing this authorization the individual does not waive any rights under the Fair Credit Reporting Act.

**A. NOTIFICATION THAT A CONSUMER REPORT MAY BE OBTAINED**

In compliance with the Fair Credit Reporting Act, 15, U.S.C. §1681 et seq., as amended, and applicable state law, this notice is to inform you that a consumer report may be obtained in connection with your volunteer service at St. Kateri Tekakwitha Parish/ Rochester, NY

*Name and location of parish/institution*

*The Fair Credit Reporting Act includes within the definition of consumer reports such documents as credit bureau reports, motor vehicle records, sex offender records, and criminal records.*

**B. AUTHORIZATION TO OBTAIN CONSUMER REPORT**

By signing below, I certify that I have received written notification that St. Kateri Tekakwitha/Rochester, NY

*Name and location of parish/institution*

or its agent, RBA Staffing, may obtain information for a consumer report including checks of public records relating to criminal convictions, sex offender records and data associated with my Social Security Number available through credit bureaus in order to verify my Social Security Number and motor vehicle records.

I authorize St. Kateri Tekakwitha/Rochester, NY or its agent, RBA Solutions, to obtain such a report  
*Name and location of parish/institution*  
for use in connection with my volunteer service.

**This authorization does not include authorization to obtain a report on my credit history or credit worthiness.**

I hereby authorize St. Kateri Tekakwitha Parish/Rochester, NY or its agent, RBA Staffing,

*Name and location of parish/institution*

to contact the individuals, employers, and organizations referenced in my application and I also authorize those individuals, employers, or organizations to provide the St. Kateri Tekakwitha/Rochester, NY or its  
*Name and location of parish/institution*  
agent, RBA Staffing, with any and all information regarding general character and fitness for volunteer service.

\_\_\_\_\_  
*Signature of Volunteer*

\_\_\_\_\_  
*Date*

**DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS**

**BACKGROUND CHECK  
RELEASE OF CLAIMS**

I hereby release all parties, including RBA Staffing, from liability for any damage that may result from furnishing such information to St. Kateri Tekakwitha Parish/Rochester, NY  
*Name and location of parish/institution*

By this release I do not relinquish my rights under the Fair Credit Reporting Act.

**Volunteer Information**

<b>Applicant's Name PRINTED</b>	<b>Social Security Number</b>	<b>Date</b>
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<b>Other last names/Alias/AKA's used in last 7 years*</b>	<b>Applicant's Date of Birth *+ </b>
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*\*(Utilized for criminal and academic checks only)*

Please list all **States** that you have lived in within the last **seven (7)** years including the current one.

City	State	Years of Residency	
		From:	To:
		From:	To:
		From:	To:
		From:	To:
		From:	To:

NYS Department of Motor Vehicles (DMV) check required: Yes  No

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

X \_\_\_\_\_  
*Signature of Volunteer*

X \_\_\_\_\_  
*Date*

Verification of birth date (Parish / Institution representative must verify birth date by checking one of the following forms of identification and signing below).

Driver's license       Birth Certificate       Passport

**\*\*OFFICE USE ONLY**

\*\* \_\_\_\_\_  
*Signature of Parish/Institution Representative*

\*\* \_\_\_\_\_  
*Date*

**\*\*Office staff sign here after verifying Birth Date on one of the forms of ID listed and provided by the volunteer)**

## How to Access Creating a Safe Environment (CaSE) Online Training

Volunteers completing Initial Training or Re-Training use the same login information.

**Username: IT357**

**Password: initial**

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**Parish/Community (Enter if Prompted): St. Kateri Tekakwitha**

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To access CaSE Online, follow these steps:

1. Open web browser, and enter <http://ec.dor.org> (There is no www.)
2. Click on the button outlined in Red, "Creating a Safe Environment for Volunteers"
3. Click the Red button for First-Time Training, or Blue for Re-Training.
4. Enter Log-In Information shown above.

Need help? Contact Corynn Shaw: 544-8889 Ext. 3403 **email:** [corynn.shaw@dor.org](mailto:corynn.shaw@dor.org)

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**\*\*Volunteers under age 18 must complete CaSE Training In Person only.\*\***

Instructions for Online CaSE Training:

- Only one volunteer may take the Quiz at a time. Two volunteers taking one quiz is not allowed.
- Use a desktop or laptop computer (PC or MAC). **Do not** use tablets or mobile devices.
- **Use the latest version of Internet Explorer.** (Google Chrome, Mozilla Firefox and Safari do not support Flash & Java.)
- **Users must have Adobe Flash and Reader installed on their computer.** This free software can be found at <http://www.adobe.com>.
- **Users must disable their web browser's pop-up blocker.**
- Users must be using a computer connected to a printer to print CaSE Certificate and Quiz Results. If there is no access to a printer, users may either save the files as a .pdf, take a Screen Shot, or take a photo of said documents and send them to the Parish via e-mail. Volunteers may also complete CaSE training at a Parish computer with access to a printer.
- Volunteers must not create their own account in the Online Learning Center to access CaSE.
- Recommendations:
  - Complete training in 1 hour- volunteers cannot stop half-way and save progress. If the volunteer must stop and experiences technical issues upon return, clear all History, cookies and cache in the browser and start again.
  - Enter the name of the parish/cluster/community in its entirety along with location. (Do not simply write "St. Mary" as the Diocese has 16 parishes starting with "St. Mary.")

When the volunteer successfully completes CaSE Training, they must print their Quiz Results and the Completion Certificate. These documents must be given to the CaSE Coordinator.