

GUIDELINES FOR MINOR TEENS WHO VOLUNTEER WITH CHILDREN

A. CODE OF CONDUCT: Teens under the age of 18 (minors) who volunteer with children should read and sign the Code of Conduct for volunteers.

B. BACKGROUND EVALUATION: Minor teens who volunteer with children should have two written references on file (including at least one reference from a school leader).

C. VIRTUS SAFE ENVIRONMENT TRAINING: It is recommended that minor teens who volunteer with children attend a VIRTUS session, but attendance is not required. If minor teens who volunteer with children do not attend a VIRTUS session, those teens must always have another person who attended a VIRTUS session present when they are working with children.

ALL teens under 18 who attend a VIRTUS session must follow the guidelines below:

1. Minor teens who attend a VIRTUS session should be at least 16 years old.
2. All minor teens who attend a VIRTUS session must have a signed parental release form. Teens should also preferably attend the VIRTUS session with a parent. Parishes or schools should use their standard release form for this parental release. If you do not have a release form, please contact OPCY. Minor teens should not attend a VIRTUS session without a signed parental release form.
3. Minor teens in attendance should meet with their supervisor following the VIRTUS session to discuss what was covered in the session.

If you anticipate teens under the age of 18 from your location will be attending a VIRTUS session, please send us a list of the teens who have permission to attend and we will pass this along to the facilitator facilitating the session.

The VIRTUS session contains sensitive material and we want to make sure we are respecting our parents' right to decide what is appropriate for their children.

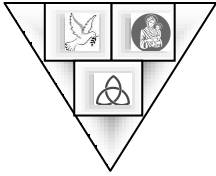
Please contact OPCY at opcy@archspm.org if you have

(Taken from the Archdiocese St. Paul/Mpls doc dated Sept 2013)

The above requirements have been met.

Signature _____ Date _____
(Volunteer)

Signature _____ Date _____
(Supervisor)



YOUTH BACKGROUND EVALUATION

VOLUNTEERS 13 TO 17 YEARS OF AGE

In order to protect our children, youth, volunteers, and others whom we serve, we require that every volunteer of the parish who has regular or unsupervised contact with minors or vulnerable adults submit to a background check. A standard background check will not be conducted on any volunteer 13 to 17 years of age since there are usually no public records available for these youth. Instead, a youth volunteer must provide two background evaluations completed by two trustworthy adults (other than a parent). There will be no exceptions to this policy. This evaluation must be completed and submitted to Parish/School office at least two weeks prior to volunteering.

Youth Volunteer: Name (please print) _____ Birth Date _____
Volunteering for these ministries: _____

Parent's Name _____ Parent's Phone _____

Address _____

Why do you wish to volunteer in these ministries? _____

Adult Evaluation: Please provide a simple statement regarding the character and reputation of the above named individual. Address such things as their ability to take direction, work with those in authority, and work with others including children and their peers. Do they model good behavior? Are they honest? Able to remain focused and productive? Are you aware of any incidences of misconduct or disciplinary actions concerning this individual? Include any other information that you think would be pertinent.

1. Name (print) _____ How long have you known this individual? _____

In what capacity _____ Comments: _____

Signature _____ Date _____

2. Name (print) _____ How long have you known this individual? _____

In what capacity _____ Comments: _____

Signature _____ Date _____