

IMPORTANT INFORMATION FOR ANYONE
WHO WANTS TO VOLUNTEER
DIOCESAN SAFE ENVIRONMENT POLICY

If you have contact with minors as a volunteer (field trip chaperone, walk-a-thon or field day volunteer, classroom helper for food experiences, crafts, parties, reading stories, cafeteria monitors and helpers, school helpers in any capacity, festival volunteer, etc.), you must complete the following four steps. Even if you are not presently volunteering, it is best for all parents, guardians, and in many cases, grandparents to complete the application. This way you will be able to join your child(ren) or grandchild(ren) as a helper in school when an opportunity arises.

STEP 1: Create Your Electronic File – Do this now!

This application will automatically send for the **Nation Wide Criminal clearance**.

1. Log on to the website for the Diocese of Pittsburgh at www.diopitt.org.
2. Scroll-down the left hand side of the home page to the “Diocese of Pittsburgh Database Application” box. Click on this box and it will take you to the application login.
3. At the top of the login page click on the underlined click here where it says, “If you do not have a user id and password, please click here to register.”
4. You will now be at the “New User Registration” screen, and all fields under this will require entry except for the email address.
5. In the “Primary Site” field, select the entity where you do the majority of your work or ministry. The “Type of Application” requires you to check whether you are an employee or volunteer. The “User ID” field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The “Password” field is similar, and you will be asked to type it in twice.
6. This will take you to the “access code field” where you enter **diocesan password—Protect**.
7. In the “First Name” and “Last Name” fields, type in your name as it appears on your driver’s license. In the “Date of Birth” field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.
8. Write down your User ID and Password for future reference, and click the “Register” button. You should receive a message that you have successfully registered.
9. Then, click on the underlined link where it says, “Please click here to login and continue your application.”
10. At the Login Page enter your User ID and Password, and click “Login.” This will take you to the “Application Screen” for you to fill out your application.

If you have access to the Internet at home, at work, or at the local library, you can complete the application online. If you do not have access to the Internet, or are

uncomfortable completing the application online, you can obtain a paper copy of the application, fill it out and return it to the school or parish office.

Step 2: Submit a copy of your **PA Child Abuse History Clearance** to the school office.

For the time being, you can hold-off on applying for this clearance until the diocese is able to resolve the issue of volunteers being required to attach a copy of their processed request for criminal record. However, if you have your Child Abuse History Clearance, you may submit it now.

You can download a copy by putting the above name on search or get one in the school or parish office.

Step 3: Read **The Code of Pastoral Conduct** and sign an acknowledgement of receipt of the Code and send it to the office. Obtain a copy of the Code at the office or download one (information below). Do this now!

Step 4: Attend a **Protecting God's Children Seminar**. This seminar is offered at parishes throughout the diocese. A list of local sites, dates, times, and registration information was sent home. If you need an additional copy, notify the school office. You can obtain a complete listing of seminars online (information below). Dates and local places where seminars are being held will be listed on our monthly calendar.

As long as you plan to participate in a Protecting God's Children seminar during the current 2007-2008 school year, you will be permitted to volunteer prior to attending this seminar.



Download Forms

For a copy of the Code of Pastoral Conduct and Protecting God's Children seminar information see:

1. www.diopitt.org
2. Current Events on the home page
3. Diocesan Sexual Abuse Prevention Effort

Thank you for all you do for the Church, and for helping to ensure that St. Therese School is a safe environment for our children.