



Dear intern or student teacher placed at Xavier College Prep,

Congratulations on your assignment to complete your field experience at Xavier College Prep (XCP). It will be an exciting and challenging semester.

The school and diocese have put into place procedures for tracking, verifying and legally identifying interns and student teachers. If you are placed at XCP, you **MUST** do the following before starting the internship:

- Register and complete the 3-hour initial foundation class “Called to Protect” or Safe Environment class. Go to: <http://www.safeenvironmenttraining.org/> Then click on “Register” tab, find the class that works for your schedule, click on “Register Here”. At the class you will receive paperwork to bring back to XCP.
- Complete all Volunteer Paperwork Requirements as stated on additional page and included in training.
- Be sure to have your DPS Fingerprint Clearance Card with you at all times.

Your placement is not declared “**official**” until you completed the required training and paperwork. If the status of your DPS card changes due to an arrest or other infraction, it is your professional responsibility to notify ASU and the school.

Here is the address:

- Questions?
Contact Sarah Reed at XCP at 602-240-3139 or sreed@xcp.org

Sincerely,

Office of Clinical Experiences
Mary Lou Fulton Teachers College

January 28, 2013

Xavier Volunteer Process

Thank you for contacting XCP to get started on your volunteer/intern/chaperon file. There are a few items that are required by the Diocese of Phoenix before volunteers may begin working with students.

Volunteer Requirements:

- 1) Volunteer Application, include three references and their emails
- 2) State Fingerprint Check – A map and directions are attached (Or bring in FBI fingerprint card if you have one.)
- 3) Code of Ethics Form
- 4) Driver Info Form
- 5) Harassment Policy
- 6) Schedule a Face to Face Interview – don't complete the form – bring with you to interview
- 7) Safe Environment Training: The 3-hour initial Called to Protect class or, if that has been completed, a half-hour online video update for this current school year (Direction on how to do this are below.)
- 8) Xavier Volunteer Personnel Profile; only complete the top half of form

Directions for signing up for the Safe Environment classes:

If you need to complete the 3hr initial foundation class, "Called to Protect for Ministries":

1. Go to: <http://www.safeenvironmenttraining.org/>
2. Click on [Register for Classes](#) tab
3. Find a "Called to Protect for Ministries" class that works for your schedule (make sure the description indicates it is the 3hr class).
4. Click on [Register Here](#) on the right hand side of the class
5. Put in your name and address and add yourself to the database
6. When you are at the class they will give you some paperwork to bring back to us

If you have already completed the 3hr foundation class, "Called to Protect for Ministries" and only need an update:

1. Go to: <http://www.safeenvironmenttraining.org/>
2. Click on the [My Obligations](#) tab on top
3. Put in your name and address
4. Review your information and scroll down to the bottom of the page
5. Click on [Update information and continue](#)
6. The next page that pulls up should have in red "Classes you are currently required to take"
7. Select "Reporting: What you need to know" online video
8. Once completed you can click on the [Print Verification](#) tab

I am available throughout the week between 7am and 3:30pm to meet with you to go over your paperwork and complete the interview process. You can either email or call me to set up a time.

Thank you,

Sarah Reed
Xavier College Preparatory
Director of Human Resources, S119
P: 602-240-3139
F: 602-240-3171
sreed@xcp.org



Catholic Diocese of Phoenix Volunteer Application

The **Catholic Diocese of Phoenix** appreciates your willingness to share your faith, time and talents. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us secure a safe environment for the people of our community. For your privacy, this form will be stored in a secured locked facility.

For Office Use Only: **LAST NAME:**

PERSONAL INFORMATION

Last Name, Suffix (i.e., Jr/Sr.)		First Name		Middle Initial	Date of Birth
Street Address		City	State	Zip	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Length at current address _____ Years _____ Months		If you have resided at this location less than 3 years list previous address(es) below.			
Most Recent Previous Address		City	State	Zip	
Additional Previous Address		City	State	Zip	
Home Phone Number	Cell Phone Number	Email Address			

PRIMARY VOLUNTEER INFORMATION

Primary Volunteer Location Parish <input type="checkbox"/> School <input type="checkbox"/> Both <input type="checkbox"/>	
Primary Parish Name	Primary School Name
Are you a registered Parishioner Yes <input type="checkbox"/> No <input type="checkbox"/>	List the name of child(ren) attending Catholic School _____ _____
Type of Volunteer <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above	List the name of all titles/ministries in which you desire to participate (i.e., Catechist, Coach, Choir, Eucharistic Minister, Knights of Columbus, Ladies Auxiliary, Lector, Money Counter, Pastoral Care, SVDP, Youth Ministry, etc.) _____ _____
What interests you about serving in the above listed ministry(ies)? _____ _____	
What has prepared you to serve in the above listed ministry(ies)? _____ _____	

FIRST NAME:

ADDITIONAL VOLUNTEER LOCATIONS WITHIN THE DIOCESE OF PHOENIX

1) Parish/School Name & City: _____ <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above	2) Parish/School Name & City: _____ <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above
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DATE:

For the safety of all we serve, we sincerely appreciate your cooperation in completing this entire application.

3) Parish/School Name & City: <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above	4) Parish/School Name & City: <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (i.e., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above
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VOLUNTEER HISTORY Check here if you do not have volunteer history

Volunteer Organization	Position	Start Date	End Date	Duties
Street Address	City	State	Zip	
Contact Name		Title		
Phone Number		E-mail Address		

Volunteer Organization	Position	Start Date	End Date	Duties
Street Address	City	State	Zip	
Contact Name		Title		
Phone Number		E-mail Address		

EMPLOYMENT Check here if you are not currently employed

Current Employer:	Position	Years Employed
Street Address	City	State Zip

REFERENCES
 (A minimum of three required. If residing in Diocese of Phoenix less than three years two of the references must be from previous location)

Reference Name (Professional)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Professional)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Personal)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference Name (Personal)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Personal)	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND CHECK INFORMATION

Have you changed your last name in the past 5 years? Yes No
 If yes, was name change due to a marriage/divorce? Yes No

What was your previous last name? _____

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?
 Yes No If Yes, Explain _____

Have you ever been arrested, indicted, awaiting trial or ever admitted to committing a misdemeanor or felony?
 Yes No
 If yes, please list the offense, date, jurisdiction and outcome. _____

Do you have any outstanding warrants, either in Arizona or in any other state? Yes No
 If yes, list reason for warrant. _____

Is there anyone living in your home that is a registered sex offender, been accused of or is awaiting trial for a criminal offense against a child? Yes No
 If yes, what is your relationship. _____

FOUNDATION SAFE ENVIRONMENT TRAINING CLASS INFORMATION

Class Name _____ Date _____

Location of Class _____

DECLARATION – Please read each statement and *initial* on the lines below (Do not make check marks).

(initials only)
 _____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.

(initials only)
 _____ I understand that a background check may be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

(initials only)
 _____ I agree to observe all Catholic Diocese of Phoenix guidelines and policies for the program in which I am applying.

***** PLEASE SIGN BELOW AFTER YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS.**

Applicant Signature: _____ **Date:** _____

Trainer Review

I verify applicant completed the initial training, application and that each declaration statement has been initialed.
 Trainer Initials: _____ Date: _____

<p>Office Use Only Interview Complete <input type="checkbox"/> Yes <input type="checkbox"/> No Reference Checks Complete (Minimum of Three) <input type="checkbox"/> Yes <input type="checkbox"/> No Approved to Volunteer <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes With Listed Restriction(s) _____</p>

For the safety of all we serve, we sincerely appreciate your cooperation in completing this entire application.

FINGERPRINTS

In order to be fingerprinted you will need to go to Ford Schools:

Ford Schools / A.D. Banker of Arizona

1661 E. Camelback Rd, Ste. 195

Phoenix, AZ 85016

(BEHIND QT GAS STATION)

Phone: 602-279-3772

www.fordschools.com

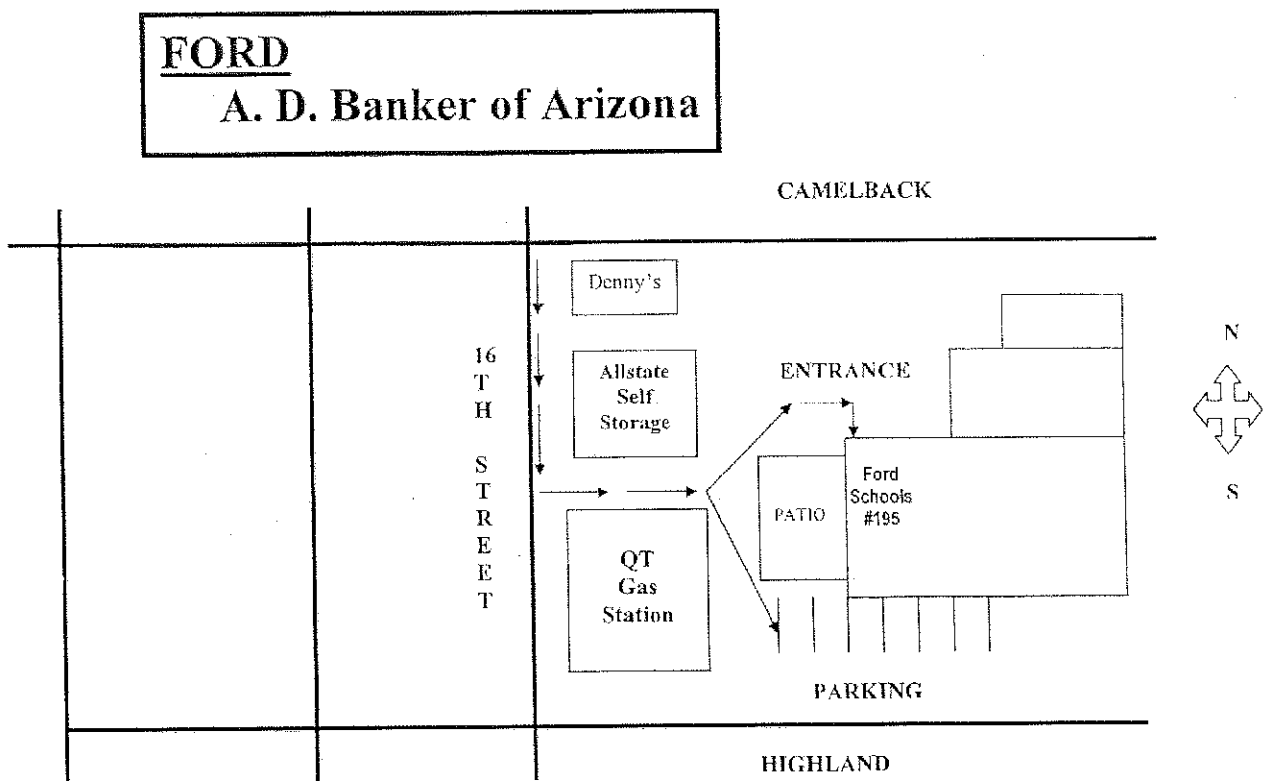
Hours: 9:00am - 4:30pm M – F

No appointment necessary.

Bring a photo ID.

There is a \$15 fingerprinting fee which can be paid by cash, Visa, MasterCard, or Discover.

Once you have the completed fingerprint card, please bring it to **Sarah Reed** in the finance office at **Xavier** in **S119**. If we are notified of an issue, we will be in contact with you to discuss what further steps must be taken.



Please contact me with any questions. Thank you.

Sarah Reed
Finance Department, S119
Xavier College Preparatory
P: 602-240-3139
sreed@xcp.org



Catholic Diocese of Phoenix

Code of Ethics

It is the policy of the Catholic Diocese of Phoenix that any sexual, physical, or emotional abuse of minors is not acceptable and will not be tolerated.

Diocesan personnel, volunteers, and outside organizations while working in their scope of ministry shall:

- Abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*
- Maintain healthy boundaries by adhering to the chart of interactions and behaviors found in Appendix III of the *Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all minors from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances to the program supervisor, pastor or principal
- Immediately report any suspected abuse or neglect of a minor in accordance with the Arizona state law and policies of the Diocese of Phoenix

Diocesan personnel, volunteers, and outside organizations while working in their scope of ministry shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, diocesan personnel, volunteers and outside organizations must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix *Policy and Procedures for the Protection of Minors*.

By signing below I am stating that I have received a copy of this *Code of Ethics*, I have read it, understand it, and I agree to abide by it. I also understand that by signing below I agree to abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*.

A violation of this *Code of Ethics* can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Check One:

- | | | | |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Priest | <input type="checkbox"/> Deacon | <input type="checkbox"/> Religious Brother | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Seminarian | <input type="checkbox"/> Deacon Candidate | <input type="checkbox"/> Religious Sister | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Volunteer (Serves Minors) | <input type="checkbox"/> Volunteer (SVPD/Pastoral Care) | <input type="checkbox"/> Outside Organization | |

Date Printed Last Name Printed First Name Signature



Appendix X

THE ROMAN CATHOLIC DIOCESE OF PHOENIX DRIVER INFORMATION FORM

(Please Type or Print)

DRIVER INFORMATION

Driver Last Name:	First Name:	Middle Initial	Date of Birth
Street address:	City:	State:	Zip Code:
Phone #:	Drivers License #:	State:	Expiration Date:

VEHICLE INFORMATION

Name of Owner:			
Owner Street address:	City:	State:	Zip Code:
License Plate #:	State:	Date of Expiration:	
Model of Vehicle:	Make of Vehicle:	Year of Vehicle:	

If more than one vehicle is to be used, the above information must be provided for each vehicle.

INSURANCE INFORMATION

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company:	Policy #:	Date of Expiration:
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Liability Limits of Policy*:

**Please Note: The minimum acceptable limits for privately owned vehicles are \$100,000/\$300,000.*

CERTIFICATION

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older. I must be 25 years of age or older to transport minors. I must possess a valid driver's license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used.

Signature

Date

**XAVIER COLLEGE PREPARATORY
ACKNOWLEDGEMENT OF HARASSMENT POLICY
AND CODE OF EMPLOYEE RESPONSIBILITY ***

I hereby acknowledge that I have read, understand, and agree to comply with the Diocese of Phoenix Policy Against Harassment and the Diocese of Phoenix Code of Employee Responsibility.

I acknowledge that I have been provided with a copy of the Policy Against Harassment, and the Code of Employee Responsibility, and that I have had an opportunity to ask questions of Barbara Bond of Xavier College Preparatory, regarding the Policy and the Code.

I understand that this Acknowledgement Form will be placed in my personnel file.

Name (Please Print)

Signature

Date

**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures
Policy 2-7.1.11 Harassment**

The Diocese of Phoenix is firmly committed to fostering, creating, promoting, and maintaining a professional, nondiscriminatory work environment for all our employees. Harassment is any verbal, visual or physical conduct that denigrates or shows hostility toward an individual on the basis of his/her race, color, religion, gender, age, national origin, ancestry, handicap, or disability, and that creates an intimidating, hostile, or offensive working environment.

Harassment may include, but is not limited to epithets, slurs, jokes, or other verbal, visual or physical conduct relating to an individual's race, color, religion, gender, age, national origin, ancestry, handicap, disability, marital, parental, or veteran status. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature that creates an offensive or hostile work atmosphere. It may also consist of the display of derogatory posters, cartoons, or drawings; or other verbal, visual, or physical conduct of a sexual nature by managers, co-workers, or others.

Behavior of this nature is unprofessional and will distract employees from performing their job functions. Therefore, any form of unlawful harassment, including unwelcome sexual advances, requests for sexual favors, or verbal, visual or physical conduct that has sexual connotations will not be tolerated. Such behaviors by vendors and other non-employees who have reason to visit the Diocesan Pastoral Center, Diocese of Phoenix parishes, Catholic schools, Kino Institute, Catholic Cemeteries, Mount Claret Center, or Newman Centers, or who otherwise deal with our employees also will not be tolerated.

Volunteers are also covered by this policy.

Procedures:

COMPLAINT PROCEDURE AND INVESTIGATION

As part of the Diocese of Phoenix's commitment to a harassment free workplace, all complaints of inappropriate offensive or harassing conduct will be promptly and thoroughly investigated and appropriate action to remedy any inappropriate conduct will be taken.

A. Reporting Harassment

It is the right and the responsibility of an employee to report harassment. Any employee who believes that he/she is being sexually harassed, or harassed on the basis of race, color, religion, gender, age, national origin, ancestry, handicap, disability, marital, parental, or veteran status or any other protected class mentioned above should take the following steps:

- 1) Meet with one's immediate supervisor and, orally or in writing, state the specific details of the harassing behavior. If one prefers, one may report such behavior directly to any other supervisor, manager, director, pastor, or dean.
- 2) The policy of the Diocese of Phoenix is to listen to all reasonable complaints, investigate with due regard for confidentiality, and quickly apply appropriate sanctions that will end any offensive behavior.
- 3) Sanctions against harassment will depend upon the facts and circumstances of the incident. Minor first offenses may lead to written reprimands and/or time off without pay. Major or multiple offenses can result in the discharge of the offender.
- 4) The Diocese of Phoenix Human Resources Office is available for consultation if there are questions about harassment.

B. Retaliation

The Diocese of Phoenix's system for resolving complaints is available to all employees without fear of retaliation. An employee who believes retaliation has resulted from the reporting of a harassment complaint should report this immediately to his/her supervisor or any member of management.

All employees must be given the opportunity to read a copy of this policy. The employee may request a copy of this policy be given to him or her.

All employees must sign an acknowledgment form that should be kept in the employee's HR file.

See Form: Acknowledgment of Harassment Policy
Approved by Bishop Thomas J. Olmsted on October 27, 2006

Do not complete this form.
 Please bring with you when you
 turn in packet + come for
 interview.



Catholic Diocese of Phoenix

Face to Face Interview Form - Volunteers

SECTION I: To be completed for ALL volunteers

SECTION II: To also be completed for volunteers working in programs that serve minors

Face to Face Interview with:				
Last Name	First Name	Nickname	Date of Face to Face Interview	
Full Address		City	State	Zip
Phone (Home or Cell)		Email Address:		
Last Name of Person Completing Interview	First Name of Person Completing Interview	Title	Parish / School / Ministry Location	
Phone (Home or Cell)		Email Address:		

SECTION I: Complete this section for all volunteers

What volunteer position(s) (*will you be/are you*) working with?

Why (*are you considering/have you chosen*) to volunteer in this position?

What volunteer position(s) have you held previously? And where?

What skill(s) do you have that would qualify you for this position?

Describe a time in your life when you had a great deal of stress and multiple demands on you and on your time. How did you cope with the stress? What strategies did you use to reduce stress and continue to be productive?

Review volunteer application and ask any applicable follow-up questions. For example, if answered yes to any of the background check information, ask them to tell you more about the situation. Record question(s) asked and response(s) received here:

Any comments:



Catholic Diocese of Phoenix

Face to Face Interview Form - Volunteers

SECTION II: Complete this section for volunteers working in programs that serve minors

What are some of the ways you show affection with children or youth (that are not your own children)? How does your affection with children or youth change when you know the child well?

Give me an example of a time when a youth (that was not your own child) really tried your patience. Specifically, tell me what happened and how you responded to that situation?

Tell me about a time when someone commended you for your good judgment and common sense. What was the situation and how did you handle it?

Tell me about a time when you had to stick to a rule; even though it didn't seem reasonable. How did you handle the situation?

Tell me about your hobbies and your volunteer work with youth.

What age of children/youth do you prefer to work with? Why?

Tell me about a time when you were able to make a difference in a minor's life. What did you do, and how did it influence the minor? Where is the minor now?

One of the most important concerns we have is that our youth have a safe and loving environment. Because that is so important to us, I have to ask you a difficult question. Have you ever abused or molested a child or a youth? Has anyone ever accused you of abusing or molesting a child or a youth?

Any comments:

Xavier Volunteer Personnel Profile

Club / Sport / Activity: _____ Application Date: _____ Start Volunteer Date: _____

Personal Information

Last Name: _____ First Name: _____

Middle Name: _____ Nickname: _____

SS#: _____ Birth Date: _____

Marital Status: _____ Gender: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Do Not Write Below This Line

Do Not Write Below This Line

Do Not Write Below This Line

HR Information – Xavier Office Use Only

Fingerprint Clearance Card # _____ Exp. Date: _____ Date Sent: _____

Safe Environment Training Date: _____ Signed Code of Ethics: _____

Face to Face: _____ Meet with Director of Finance: _____

Reference Check Dates: _____

Drivers Info sheet: _____ Harassment Policy: _____

Check AZ Sex Offenders web site:
www.azsexoffender.org _____

Check Arizona Judicial Branch website:
<http://apps.supremecourt.az.gov/publicaccess/> _____

Check Maricopa County Superior Court website:
www.superiorcourt.maricopa.gov/docket/criminal/casesearch.asp _____

Comments: _____

