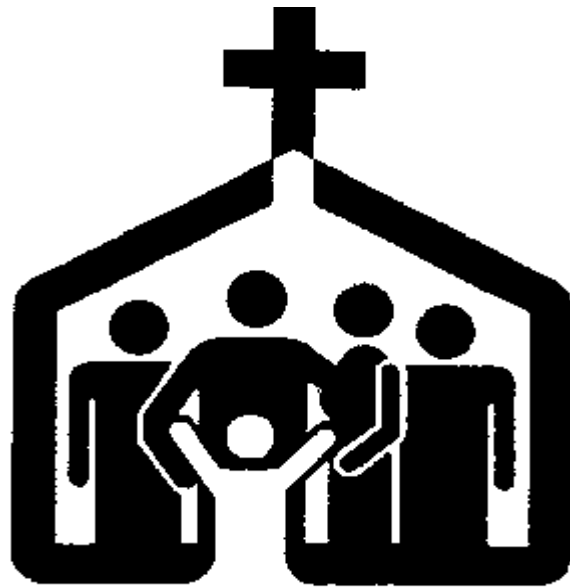


# *Volunteer*



# *Handbook*

Catholic Charities of the Diocese of Raleigh, Inc.

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Sections 4 & 5 are to be made available for volunteers

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Welcome! We are excited to have you as a volunteer here at Catholic Charities of the Diocese of Raleigh. We hope that you find your experience enjoyable as well as rewarding.

Catholic Charities, is a non-profit corporation in the state of North Carolina with a voluntary Board of Directors of which the Bishop of Raleigh is President. Catholic Charities is funded in large part by the Bishop's Annual Appeal; other sources of support include individuals, groups, the State and Federal Employees Combined Campaigns, grants, endowment funds and United Ways throughout eastern North Carolina. Catholic Charities collects some fees for services such as counseling, which are based upon a sliding fee scale. Some clients have coverage which allows their fees to be billed to insurance providers.

Catholic Charities responds to the needs of clients, regardless of their religious affiliation. In fact, a significant majority of the clients served by Catholic Charities belong to faith communities other than Catholic or belong to no organized religion. A client's needs may include one or more of the following: crisis intervention; family and individual counseling; translation; disaster response; or tangible direct assistance needs such as emergency food or baby supplies, for example. Catholic Charities categorizes its programs as:

- Assessments and Post-adoption Services for International Adoptions
- Counseling
- Direct Assistance
- Disaster Preparation and Response
- Family Support Services
- Hispanic/Latino Services
- Office of Peace and Justice
- Parish Social Ministry/Community Development

Catholic Charities offers a wide variety of services, many of which are available in both English and Spanish. We are better able to provide these services by involving groups and individuals, like you, in carrying out the shared mission. Catholic Charities operates with the traditional social work mindset: "if it needs to be done, we'll do it, or we'll get you in touch with someone who can". We vigorously pursue the Gospel principles of charity and justice in order to fulfill our responsibility of sharing God's gifts to us and of building a peaceful and just society.

Thank you for joining us in this mission. You are a valued asset to our agency and those we serve. Your efforts are greatly appreciated.

## **Diocesan Mission Statement**

Convinced that it is the will of God that all people be saved, the mission of the Catholic people of the Diocese of Raleigh, North Carolina is to:

- Celebrate the presence of God Among us;
- Proclaim the good news of Jesus Christ;
- Build our faith community through the Eucharist;
- Minister to the needs of God's people.

We will work to fulfill this mission through the collaborative involvement of all baptized people. We do this always as members of the Church universal in union with the Holy Father.

### Preamble

The social mission of the Church of the Diocese of Raleigh finds its roots in the Gospel messages of Charity and Justice which are principles that cannot be separated and are to be pursued with equal vigor. These principles are to be realized through a total program of parish and community ministry encouraging all Christians to recognize and carry out their rightful responsibility to share their love and gifts in social ministry. These actions give concrete witness to the gospel message of Jesus to his disciples: "My commandment is this: Love one another."

This purpose is based on the belief that human life has basic worth and inherent dignity at all stages and that the quality of life should be given equal consideration. Inherent in this mission is the challenge to all Christians to be open to the call by Jesus to serve. Those who accept the challenge give witness that:

The Spirit of the Lord has been given to me,  
for he has anointed me. He has sent me to bring  
the good news to the poor, to proclaim liberty to  
captives and to the blind new sight, to set the  
downtrodden free, to proclaim the Lord's year of favor.  
(Luke 4: 18-19)

## **Mission Statement**

THE MISSION OF CATHOLIC CHARITIES IS TO ASSIST THE PARISHES, COMMUNITIES AND DIOCESE OF RALEIGH IN ACCOMPLISHING THE SOCIAL MISSION OF THE CHURCH. IN ITS ROLES OF SERVANT, ADVOCATE, FACILITATOR AND CONVENER, CATHOLIC CHARITIES ACTS IN THE PARISH AND COMMUNITY- AT-LARGE TO HEIGHTEN AWARENESS OF ISSUES AND, WHEN APPROPRIATE, PROVIDES SERVICES TO FULFILL UNMET NEEDS. CATHOLIC CHARITIES SERVES PEOPLE IN NEED THROUGH ADVOCATING FOR SOCIAL AND ECONOMIC JUSTICE AS WELL AS ADDRESSING IMMEDIATE NEEDS WITH EMERGENCY RESOURCES OR DIRECT SERVICES.

As approved by the Board of Directors November 13, 1993.

## Programs of Catholic Charities

**Assessments and Post-Adoption Services for International Adoptions**...assisting families working with agencies who place children from other countries

**Counseling**...for individuals and families needing support...in life changes, marriage and relationship struggles...grief and loss...children and their issues...pregnancy choices...for communities who want to understand more about...parenting skills...aging parents...preventing violence...healthy teens

**Direct Assistance**...helping families to meet their basic, physical needs of food, clothing, shelter, medications

**Disaster Response**...assisting parishes to create disaster preparation plans...recruiting volunteers to address the food, clothing and shelter needs of individuals and families who have experienced disasters...crisis intervention and on-going counseling

**Family Support Services**...assisting families to gain skills for self-sufficiency and to strengthen their family life...workforce skills...youth enrichment...family life skills...community development

**Hispanic/Latino Services**...working with parishes to assist migrant and recently settled families with basic needs...translation...transportation...connections to community, schools and parishes

**Peace and Justice**... networking with individuals, parishes and communities to...influence policy...advocate...share the social mission of the church; includes Respect Life and Catholic Campaign for Human Development

**Parish and Community Development**...convening, facilitating, training parishes and communities...to identify unmet needs...coordinate available resources...to develop programs and responses

### WHAT DOES CATHOLIC CHARITIES DO?

#### **Social Services**

- **support services to families through Centers, offices and in-home services**
- **social services to Hispanics/Latinos**
- **individual, marital and family counseling**
- **specialized adoption services**
- **pregnancy counseling**
- **direct assistance**
- **immigration services**

#### **Social Action**

- **education for developing just systems**
- **programs for alternatives to violence**
- **legislative networks**

#### **Parish/ Community Resource**

- **assessment of community needs and development of responses**
- **development of social ministry committees**
- **coalitions to address priority community needs**

#### **Training Programs**

- **volunteers in social service/action**
- **family life education**



**CATHOLIC CHARITIES  
ADMINISTRATIVE OFFICE**

Kathleen Walsh, ACSW - Diocesan Director  
(919) 821-9752 E-Mail [Walsh@raldioc.org](mailto:Walsh@raldioc.org)  
715 Nazareth Street, Raleigh, NC 27606-2187  
Gary S. Skinner, LCSW - Assistant Director  
(919) 821-9761 e-mail [skinner@raldioc.org](mailto:skinner@raldioc.org)  
Pat Legere-Hicks – Executive Assistant  
e-mail [legere-hicks@raldioc.org](mailto:legere-hicks@raldioc.org)

(919) 821-9750 FAX (919) 821-9712

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**RESOURCE OFFICES**

**PEACE & JUSTICE**

Sr. Joan Jurski, OSF  
715 Nazareth Street  
Raleigh, NC 27606-2187  
(919) 821-9751  
e-mail [Jurski@raldioc.org](mailto:Jurski@raldioc.org)

**DEVELOPMENT OFFICE**

Patricia M. Reid  
715 Nazareth Street  
Raleigh, NC 27606  
(919) 821-8146  
e-mail [patricia.reid@raldioc.org](mailto:patricia.reid@raldioc.org)

---

**CATHOLIC CHARITIES REGIONAL OFFICES**

**ALBEMARLE REGIONAL OFFICE**

123 Market Street  
Hertford, NC 27944  
Stephanie Harrell, LCSW, Director  
(252) 426-7717; (252)426-9940  
FAX(252)426-8189  
e-mail [catholiccharities.alb@raldioc.org](mailto:catholiccharities.alb@raldioc.org)

**CAPE FEAR REGIONAL OFFICE**

4006 Princess Place Dr.  
Wilmington, NC 28405  
Linda Chance, LCSW, Director  
(910) 251-8130 X11; (910) 251-2532  
FAX (910) 251-8491  
e-mail [catholiccharities.caf@raldioc.org](mailto:catholiccharities.caf@raldioc.org)

**FAYETTEVILLE REGIONAL OFFICE**

590 Cedar Creek Rd. Suite 110  
Fayetteville, NC 28312  
Lisa Perkins, MSW, P-LCSW, Director  
(910) 424-2020 X22; (910) 424-5339  
FAX # (910) 424-8435  
e-mail [catholiccharities.fay@raldioc.org](mailto:catholiccharities.fay@raldioc.org)  
**Cumberland County Family Outreach-**  
590 Cedar Creek Rd. Suite 110  
Fayetteville, NC 28312  
(910) 424-2020 X26 (910) 424-5339  
fax (910) 424-8435  
e-mail [catholiccharities.fay@raldioc.org](mailto:catholiccharities.fay@raldioc.org)

**NEW BERN REGIONAL OFFICE**

P. O. Box 826  
502 Middle Street  
New Bern, NC 28563  
Linda McAlister, LCSW, Director  
(252) 638-2188 FAX (252) 638-2417  
e-mail [catholiccharities.neb@raldioc.org](mailto:catholiccharities.neb@raldioc.org)  
**Senior Pharmacy Project**  
Kim Walling, Coordinator  
(252) 638-3657  
e-mail [catholiccharities.neb@raldioc.org](mailto:catholiccharities.neb@raldioc.org)

**PIEDMONT REGIONAL OFFICE**

PO Box 647; 902 Broad Street  
Durham, NC 27702  
Susan Gilbertson, LCSW, Director  
(919) 286-1964 FAX (919) 286-4001  
e-mail [catholiccharities.pie@raldioc.org](mailto:catholiccharities.pie@raldioc.org)  
**Centro: LaComunidad**  
PO Box 206; 928 E. Webb Ave.  
Burlington, NC 27216  
Jeremy Ireland, Coordinator  
(336) 222-6868 FAX (336) 222-6888  
e-mail [elcentro@netpath.net](mailto:elcentro@netpath.net)

**RALEIGH REGIONAL OFFICE**

3000 Highwoods Blvd Suite 128  
Raleigh, NC 27604  
Rick Miller-Haraway, LCSW, Director  
(919) 790-8533  
FAX(919) 790-8836  
e-mail [catholiccharities.ral@raldioc.org](mailto:catholiccharities.ral@raldioc.org)  
**Cary Office Location**  
875 Walnut Street  
Cary, NC 27511  
Sr. Anne Heath, LCSW  
(919) 388-3065 (same # for FAX)  
e-mail [aheathmsw@aol.com](mailto:aheathmsw@aol.com)  
**Centro para Familias Hispanas**  
2013 N Raleigh Blvd  
Raleigh, NC 27604  
Consuelo Kwee, Coordinator  
(919) 873-0094 FAX (919) 873-0260  
e-mail [ctropfamhisp@raldioc.org](mailto:ctropfamhisp@raldioc.org)  
**Catholic Parish Outreach**  
1023 N Raleigh Blvd  
Raleigh, NC 27604  
Terry Foley, Program Director  
(919) 873-0245  
e-mail [cpo@raldioc.org](mailto:cpo@raldioc.org)

**TAR RIVER REGIONAL OFFICE**

PO Box 8241; 204 E. Arlington Blvd Suite L  
Greenville, NC 27835-8241  
Betty Byrnes, LCSW, Director  
(252) 355-5111  
FAX (252) 355-1088  
e-mail [catholiccharities.tar@raldioc.org](mailto:catholiccharities.tar@raldioc.org)

# Volunteer

## Interviewing and Training

**“THERE IS ONE THING WORSE THAN TRAINING YOUR VOLUNTEERS AND HAVING THEM LEAVE-AND THAT IS NOT TRAINING THEM AND HAVING THEM STAY.”**

Anonymous

(Supervisor/Manager)  
**VOLUNTEER JOB DESCRIPTION**

**TITLE:**

Be sure that the title of the job accurately reflects the job responsibilities.

**MAJOR OBJECTIVES:**

Goal of the activity that will be performed. How this activity will affect the community

**MAJOR RESPONSIBILITIES:**

List specifically what needs to be done in this position

**TRAINING:**

List any orientation or training required before the job begins as well as any required on an on-going basis. Specify the amount of time that will be needed for training.

**TIME COMMITMENT:**

The number of hours each week that will be needed for the position including meetings and training. Make a note of the flexibility of the time commitment.

**LENGTH OF COMMITMENT:**

Indicate any probationary periods. Define the length of the commitment and if the position is renewable.

**ON-GOING SUPERVISION:**

Nature of the supervision that will be provided for this job. Define the type of supervision i.e. group meetings, individual quarterly meetings. Include all that apply.

**SUPERVISOR:**

Who will be the person directly responsible for the position.



# **MENU OF TRAINING METHODS**

## **Methods to Increase Knowledge**

- Lectures
- Readings
- Discussions
- Field trips/Observations
- Films/video tapes/slide shows
- Panels
- Expert questioning
- Quizzes/essays

## **Trainings to Improve Skills**

- Demonstrations
- Role-playing
- Simulations
- On-the-job practice

## **Training methods to affect attitudes:**

- Role reversals
- Simulations
- Counseling
- Case Studies
- Observations

Taken from "Training Volunteers, Choosing the Right Method" ,  
Voluntary Action Leadership 1980

## **Interview Screening Questions**

How did you hear about volunteer opportunities at CATHOLIC CHARITIES?

What would make you feel like your volunteer work was successful?

What would like to get out of your volunteer experience at CATHOLIC CHARITIES?

What aspects have you enjoyed most about your previous paid or volunteer work?

Would you rather work with others, on your own or with a group?

What skills or strengths do you feel you have to contribute to CATHOLIC CHARITIES?

# **Volunteer Policies and Procedures**

“It is one of the beautiful compensations of this life that no one can sincerely try to help another without helping himself”

Charles Dudley Warner

# **Volunteer Policies**

## **Definition of Volunteer**

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of or on behalf of Catholic Charities. A volunteer must be officially accepted and enrolled as a Catholic Charities volunteer prior to the performance of assigned task.

## **Interns & Special Volunteers**

Catholic Charities also accepts as volunteers those participating in student community service activities, student intern projects, cooperate volunteers and other referral programs. In each of these situations, a special agreement or letter of agreement must be in effect with the organization, school or program from which the special categories of volunteers are assigned. The agreement must specify responsibility for management and supervision of the volunteer.

## **Clients as Volunteers**

Agency clients may be accepted as volunteers, in cases where the volunteer work does not conflict with the provision of services to other clients. Volunteer tasks and services may not be exchanged for agency services, items or preferential treatment of any kind.

## **Discretion of the Agency**

Catholic Charities accepts the service of volunteers with the understanding that service is at the sole discretion of the agency. Volunteers agree that the agency may at any time, for any reason, decide to terminate the volunteer's relationship with the agency.

## **Volunteer Rights and Responsibilities**

Volunteers are viewed as a valuable gift and resource to Catholic Charities, its staff and its clients. Volunteers shall be extended the following rights: 1) to be given meaningful assignments, 2) to be treated as equal co-workers 3) to full involvement and participation and 4) recognition for work done.

In return, volunteers shall agree to actively perform their assigned duties to the best of their ability and to remain loyal to the mission, goals and procedures of Catholic Charities.

## **Volunteer Records**

Records will be maintained on each volunteer with the agency. The file will include: signed forms and applications, dates of service, evaluation of work and duties performed. Volunteers and staff will be responsible for submitting all records and information.

Volunteer personnel records will be afforded the same confidentiality as staff personnel records.

## **Representation of the Agency**

Volunteers should not make any public statements or agreements with any other agencies or organizations on behalf of Catholic Charities.

## **Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all information that they are exposed while serving as a volunteer, whether this information involves staff, volunteer or client. Failure to maintain confidentiality will result in termination of the volunteer's relationship with the agency or other corrective action that may be needed. All volunteers will sign a Guidelines of Confidentiality Form, which will be maintained in their volunteer file.

There are four situations in which confidentiality is waived. When a volunteer believes any of these situations may have occurred they will immediately notify Catholic Charities staff. These include:

- 1) a volunteer suspects a child is being abused or neglected
- 2) a volunteer suspects a senior adult is being abused or neglected
- 3) a volunteer suspects an individual may hurt himself or herself
- 4) a volunteer suspects an individual may hurt someone else

## **Timesheets**

Individual volunteers are responsible for the completion and submission of volunteer hours timesheets. Staff is responsible for maintaining copies of these forms and compiling total volunteer hours per month for statistical purposes.

## **Volunteer Job Descriptions**

Volunteer staff is entitled to a complete and current description of the duties and responsibilities of the position that they will fill. Volunteers will be given a copy of their volunteer job description. Descriptions will include the following:

- 1) Purpose and duties
- 2) designated supervisor
- 3) a description of job qualifications.

## **Volunteer Recruitment**

Volunteers will be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be on suitability to perform tasks on behalf of the agency.

## **Recruitment of Minor Volunteers**

Volunteers who are under 18 years of age must have the written consent of a parent or guardian prior to volunteering. All volunteer assignments performed by minors should be performed in a non-hazardous environment and should comply with all requirements of child labor laws.

## **Interviews**

All volunteers will be interviewed to determine their suitability for and interest for the volunteer position they are seeking. The interview is an opportunity for Catholic Charities and the volunteer to determine the suitability and qualifications of the position. It also provides an opportunity for potential volunteers to ask any questions about the position and its responsibilities.

## **VOLUNTEER REPORTING POLICY**

If a volunteer has a concern about any of the following matters set forth below, the employee is required to promptly report these circumstances by a written complaint to the Executive Director.

- Perceived violations of federal, state or local laws or regulations.
- Gross mismanagement, waste, fraud, embezzlement or neglect of duty.
- Actions that are in violation of express Catholic Charities policies.
- Actions that threaten or are viewed as harmful to the health, safety and/or welfare of other.

In addition to, or in lieu of reporting the foregoing to any of other persons listed above, a volunteer may send a written complaint directly to the Chief Financial/Operating Officer of the Diocese.

Failure by a volunteer to report any of the above circumstances could result in disciplinary action, up to and including discharge.

All persons, who in good faith report matters pursuant to this policy, shall be protected from disciplinary treatment and workplace retaliation.

# Screenings and Criminal Background Checks for Volunteers and Employees

Guiding Principles for screening and background checks:

- Safety and well being of our Children
- Creating a Sense of Welcome and Hospitality to our children and youth and the adults who minister with them
- Developing screening standards that are appropriate to the level of interaction with children and youth while at the same time minimizing the inconvenience to the volunteer and their supervisors
- At all times, a two deep ministry strategy should be the standard
- All adult volunteers would be trained and continually updated on recognizing and reporting child abuse, reporting suspected cases of abuse of minors and other issues to ensure safe environments for our children and young people.
- At family/intergenerational and whole community events at parish or school (for example: liturgy, parish picnics, school plays, etc.), when parents are expected to supervise their own children and youth, volunteers at these events would not be required to be screened. The exception is when specific supervision is provided for children and youth (a nursery, age specific programming).

Using these guiding principles, if there is a convenient, effective, relatively unobtrusive method to screen all adult volunteers for children and youth, it is highly recommended that this be done. If screening all volunteers is impractical, then parishes and schools will comply with the diocesan standards of screening and background checks using the categories of volunteers and employees listed below. Interviews, references checks, and background checks will be conducted by the supervisor of the volunteer (as designated by the pastor). Catholic Charities will maintain a file of all volunteers (remote, occasional, supervised and unsupervised) and will submit a list of all supervised and unsupervised volunteers who have completed the appropriate level of screenings and checks to the Diocesan Director of Child and Youth Protection on an annual basis.

(Note: Parents do not require screening and background checks in order to participate in events or programs where their child(ren) participate. If they assume a volunteer role which would involve interaction with children other than their own as described below, they would be expected to participate in the appropriate level of screening.)

Level of Interaction with Children and Youth	Level of Screening/Background
<p><b><i>Remote or Occasional Interaction</i></b>  <b><i>Remote:</i></b> an adult volunteer who volunteers at a parish/school sponsored event or program primarily for children or youth, but would have little to no contact with them  <u>Examples:</u> parking lot volunteer, audio-visual</p>	<p>* Application – Part A</p>



<p>volunteer, religious education office helper</p> <p><b>Occasional:</b> an adult volunteer who volunteers at a parish/school sponsored event or program primarily for children or youth, but would have brief, limited, or infrequent interaction (about 3 or fewer times per year) with them</p> <p><u>Examples:</u> parent classroom visitor/helper, arts and crafts volunteer, ticket taker, School Board Members</p>	* Application –Part A
<p><b>Supervised interaction</b></p> <p><b>Supervised:</b> an adult volunteer who volunteers at a parish/school sponsored event or program primarily for children or youth who would have regular and frequent interaction, but in a supervised capacity</p> <p><u>Examples:</u> Catechist Classroom aide/helper, lunch and playground helpers, young adult volunteers who are not legally chaperones but not legally youth either (18-21 year olds),</p>	* Application – Parts A and B
<p><b>Unsupervised Interaction(and all employees)</b></p> <p><b>Unsupervised:</b> an adult volunteer who volunteers at a parish/school sponsored event or program primarily for children or youth who would have regular and frequent unsupervised interaction, or supervises adult volunteers who interact with children and youth</p> <p>Examples: Coordinator of Youth Ministry. Chaperones for overnight events, Scout Troop Leaders, Catechists for Children and Youth, DRE’s, tutors, Nursery Staff</p>	* Application for Level C

### Components of the Volunteer Application Form

Part A

Personal information  
Sex Abuse Declarations

Part B

Volunteer History  
References  
Declarations

Level C volunteers ---( and all employees)-----

Personal information  
Sex Abuse Declarations  
Volunteer History  
References  
Declarations

Educational History  
Criminal and Sex Offender’s Registry  
Background Check

# Volunteer Recruitment

## **Handouts include:**

- Bill of Rights for Volunteers
- Responsibilities of Volunteers
- Types of Volunteer Services

## **Application Package includes:**

- Application

“Be the change that you wish to see in the world.”

- Gandhi

## **Bill of Rights for Volunteers**

- 1. The Right to be treated as a co-worker**
- 2. The Right to a suitable assignment.**
- 3. The Right to training for the job**
- 4. The Right to know as much as possible about the agency**
- 5. The Right to continuing education on the job**
- 6. The Right to sound guidance and direction**
- 7. The Right to a place to work**
- 8. The Right to promotion and a variety of experiences**
- 9. The Right to be heard**
- 10. The Right to recognition.**

*Note: The volunteer who accepts the benefits of the Bill of Rights must accept the responsibility and obligations that go with these benefits.*

## Responsibilities of Volunteers

- Be sure ..... Look into your heart and know that you really want to help people.
- Be convinced ..... Don't offer your services unless you believe in the value of what you are doing.
- Be loyal ..... Offer suggestions constructively. Accept the rules.
- Be assertive ..... Speak up; ask the appropriate person about things you don't understand. Don't suppress your doubts and frustrations until they drive you away or turn you into a problem worker
- Be willing to learn ..... Training is essential to any job well done. Know all you can about your agency and your job.
- Be dependable ..... Your word is your bond. Be on time and keep your commitments. Don't make promises you can't keep.
- Be a team player ..... Some tasks are more fun than others. All of the jobs need to be done. Join with others in the spirit of our mission.

# Window of Opportunity

<b>Interests/Hobbies</b>	<b>Areas of Interest for Volunteering</b>

# Types of Volunteer Services

## 1. Direct Services to client

- Provide transportation for clients
- Pick-up and/or delivering furniture
- Tutor
  - English as a Second Language
  - Variety of Subjects for School Age Children
  - Other \_\_\_\_\_
- Mentor Children or Adults
- Share and teach special skills and talents
  - Skill \_\_\_\_\_
  - Craft \_\_\_\_\_
  - Trade \_\_\_\_\_
  - Other \_\_\_\_\_

## 2. Fund raising and Donations Management

- Maintain/work in the Emergency Food Pantry
- Maintain Donations (e.g., Infant clothing and diapers)
- Participation on a Planning or Advisory Council/Committee

## 3. Office/Support Services

- Answer phones, filing, greeting clients
- Mailings
- Data entry/computer skills

## 4. Special Events

- Coordinate/work the Thanksgiving Food Project for Clients
- Coordinate/work the Christmas Gifts Project for Clients
- Disaster Preparation and Response
- Donate professional services
  - Medical/Dental
  - Legal
  - Counseling
  - Art Skills
  - Public Relations
  - Other

{Insert on Office Letterhead}

Dear \_\_\_\_\_

\_\_\_\_\_ has applied to become a volunteer with Catholic Charities and listed you as a reference. As a volunteer, the applicant will be performing the tasks in the marked categories below:

- \_\_\_\_\_ Direct Services to Clients of all ages
- \_\_\_\_\_ Fund raising and Donation Management
- \_\_\_\_\_ Serving on a Planning Committee
- \_\_\_\_\_ Special Events / Holiday services
- \_\_\_\_\_ Disaster Relief
- \_\_\_\_\_ Donating Professional Services

Please answer the questions on the attached Reference Form as completely and as accurately as possible. All information will be considered confidential. If you have any questions, feel free to contact me at the Catholic Charities office at ( ) . Your help is greatly appreciated.

Sincerely,

## Reference Form for Catholic Charities

Name of Volunteer Applicant: \_\_\_\_\_

1. What is your relationship to this applicant? \_\_\_\_\_

\_\_\_\_\_

2. How long and in what capacity have you known this applicant?

\_\_\_\_\_

\_\_\_\_\_

3. Circle the characteristic(s) which best describe your perception of this applicant:

Outgoing	Friendly	Caring	Responsible	Mature	Understanding
Leader	Lazy	Follower	Naïve	Open	Patient
Organized	Demanding	Trustworthy	Reliable	Dependable	Team Player
Reserved	Hostile	Intensive	Warm	Impatient	Even-tempered

4. Do you feel that this applicant could act as a responsible volunteer at our agency?

\_\_\_\_\_

\_\_\_\_\_

5. Please state any misgivings or concerns you have about the participation of this applicant in our volunteer program. Include any additional information that would give us a better understanding of this applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

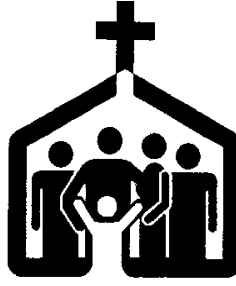
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Upon completion, please return to:

\_\_\_\_\_





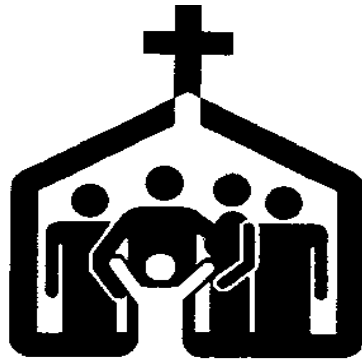
## Volunteer Hours

*Personal Data:*

Name: \_\_\_\_\_ SS# or ITIN# \_\_\_\_\_

Phone: \_\_\_\_\_

Date	Time In	Time Out	Services Performed	Total Hours



# Volunteer Application



Would you prefer to work directly with clients? \_\_\_\_\_Yes \_\_\_\_\_No

Please list the name and address of two non-relatives that Catholic Charities may contact for references

1) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

2) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

*Please indicate all times when you would be available to volunteer.*

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Holidays \_\_\_\_\_ Yes \_\_\_\_\_No



**CATHOLIC CHARITIES  
PERSONAL INFORMATION SHEET  
EMPLOYEE AND VOLUNTEER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Work Location: \_\_\_\_\_

Has a civil lawsuit or employment complaint ever been filed against you for child abuse or sexual abuse? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime related to child abuse or sexual abuse? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

Have you ever left an assignment or employment or been removed from an assignment or employment for reasons related to allegations of child abuse, physical abuse or sexual abuse? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

Have you ever had a criminal, social or medical history which would adversely affect your capacity to work with children and adults? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

*I understand that in signing this Personal Information Sheet, I affirm that the information I have given is true and correct.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

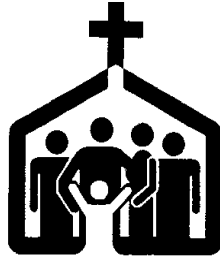
**To be completed ONLY for Level C Volunteers**

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Driver's License: State \_\_\_\_\_ Number: \_\_\_\_\_

Date of Birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ Gender: Male \_\_\_\_ Female \_\_\_\_

Sept., 2005



**CATHOLIC CHARITIES OF THE DIOCESE OF RALEIGH, INC.**  
**VOLUNTEER CONFIDENTIALITY AGREEMENT**

I, the undersigned, hereby agree that I will not at any time, during my employment or after my employment or association ends, access or use protected health information, or reveal or disclose to any persons within or outside of Catholic Charities, Inc., any protected health information except as may be required in the course of my duties and responsibilities and in accordance with applicable local, state or federal laws governing proper release of information.

I also understand that unauthorized use or disclosure of protected health information will result in disciplinary action up to and including termination of employment or association and the possible imposition of fines pursuant to applicable state and federal laws.

Protected Health Information is “individually identifiable health information including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical, and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.”

By signing this form I hereby indicate that I have read, understand and agree to abide by the policies of confidentiality practiced by Catholic Charities. I understand that I may not discuss cases or release any names of clients without the clients’ written consent. I may not discuss cases or individual situations with anyone other than the CATHOLIC CHARITIES staff and only when it is necessary for provision of services or supervision.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**Declarations  
(Level A & B volunteers)**

Catholic Charities of the Diocese of Raleigh, Inc. appreciates your willingness to share your faith, gifts and skills. 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 provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements below.

\_\_\_\_\_ 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 position. I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application.

\_\_\_\_\_ I agree to observe all of **Catholic Charities** guidelines and policies for the program in which I am applying, including the Code of Conduct for Church Personnel for the Diocese of Raleigh.

\_\_\_\_\_ I have read and understand the Code of Conduct for Church Personnel for the Diocese of Raleigh.

\_\_\_\_\_ I understand that the **Catholic Charities** has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that **Catholic Charities** cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I hereby authorize **Catholic Charities** to conduct a personal and professional background check for the purposes of my application at **Catholic Charities**. **Catholic Charities** may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during **Catholic Charities**' contact with the individuals for purposes of employment or volunteer services. I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by **Catholic Charities**. I have also read and understood the above stated information within this release and am signing below of my own free will.

\_\_\_\_\_ My signature indicates that I have read and understand the above.

**Do not sign until you have read and initialed the above statements.**

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Declarations  
(Level C volunteers)**

Catholic Charities of the Diocese of Raleigh, Inc. appreciates your willingness to share your faith, gifts and skills. 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 provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements below.

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\_\_\_\_\_ I hereby acknowledge that I have been notified in a separate writing that **Catholic Charities** may request a Consumer Report about me. I understand that the Consumer Report may contain information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that the Consumer Report may contain public record information such as consumer credit reports, criminal records, judgments, liens, driving records, educational history, prior employment history, or other public record information. I further understand that information may be requested from various Federal, State, local and other agencies that reflects my past activities.

\_\_\_\_\_ By my signature below, I authorize **Catholic Charities** to request and obtain a Consumer Report containing, without limitation, the above-described information in connection with my application. I also authorize, without reservation, any person, agency, or other entity contacted by or on behalf of **Catholic Charities** to furnish the above described or similar information. Also by my signature below, I waive any and all causes of action that I may have against **Catholic Social Ministries** caused by the gathering or supplying of the above described or similar information.

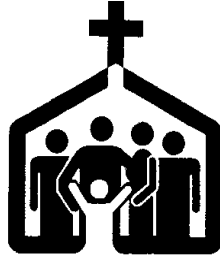
\_\_\_\_\_ I understand that a criminal background check will be conducted prior to and may be conducted during my service. I authorize investigations of all statements contained in the application.

\_\_\_\_\_ My signature indicates that I have read and understand the above.

**Do not sign until you have read and initialed the above statements.**

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_





## Media Release Form

I, \_\_\_\_\_, give Catholic Charities permission to use any photograph or video taken of myself or my family for the Catholic Charities brochures, pamphlets or other promotional purposes.

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Signature

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Date

## **Disclosure of Request for Consumer Report**

In connection with your application for employment, Catholic Charities of the Diocese of Raleigh may request and have prepared a Consumer Report about you that may be used to evaluate your eligibility for hire and continued employment. If you become an employee of the Catholic Charities, or are currently an employee, Catholic Charities may obtain a Consumer Report about you for employment purposes at any time while you are employed.

The Consumer Report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. It may contain public record information such as consumer credit reports, criminal records, judgments, liens, driving records and civil litigation records. Information for the Consumer Report may be requested from various Federal, State, local and other agencies.

I hereby acknowledge that I have been provided the foregoing Disclosure of Request for Consumer Report and have been allowed to keep a copy for my records.

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_