

New SMCS Adult Volunteer Process

We require all adult volunteers to complete the following as part of the Safe Environment process before volunteering:

✓ Background Check

Authorize a criminal background check and receive a satisfactory report.

• Background must be rerun every 4 years, if actively volunteering.

✓ Online Module

The training "Protecting God's Children® Online Awareness Session 4.0".

• Refresher training is required annually to maintain approved volunteer status.

✓ Policy Acknowledgement

Sign the online Code of Conduct in which you agree to follow the Diocesan Code of Pastoral Conduct.

• Signed acknowledgement form is required annually to maintain approved volunteer status.

Tips to submit your application correctly:



Enter your **legal name** as shown on your Driver's License.

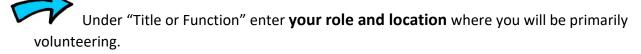


Select Green Bay, WI (Diocese) as the Diocese.



Select SMCS - St. Mary Catholic Schools (Neenah) as your primary location and

"Volunteer" for the "type of role".



Ready to start?

Contact the appointed school representative to start the volunteering process. The list of names can be found on the <u>Volunteer HUB</u> on our website.

Thank you, **Human Resources Department**St. Mary Catholic Schools

<u>www.smcatholicschools.org</u>
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