



## 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”.



Under “Title or Function” enter **your role and location** where you will be primarily volunteering.

### Ready to start?

Contact the appointed school representative to start the volunteering process. The list of names can be found on the [Volunteer HUB](#) on our website.

Thank you,

**Human Resources Department**

St. Mary Catholic Schools

[www.smccatholicsschools.org](http://www.smccatholicsschools.org)

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