



Diocese of Steubenville  
Safe Environment Program

## ***SUPERVISOR'S CHECKLIST FOR VOLUNTEERS***

### **Checklist for Engaging Regular Volunteers\* and Complying with the *Decree on Child Protection***

**NAME OF APPLICANT:** \_\_\_\_\_

*This checklist is to be completed and kept in the applicant's file at the parish, school or other institution of the Diocese of Steubenville in which the applicant volunteers.*

- The supervisor has contacted persons offered as references by the potential regular volunteer.
  - References are not required for regular volunteers, but are encouraged.
- The applicant has completed the Applicant's Certification Form.
- The applicant's name has been submitted to the Vicar General's Office for verification that his or her name is not listed on the register (see B.4 Policy of the Decree).
- The applicant has completed FBI and BCI acceptable criminal background checks through fingerprinting in accord with the current policies of the Diocese.
  - **The applicant may not have contact with children until acceptable background checks through fingerprinting are completed.** The supervisor is to send the name(s) of the applicant(s) to the chancery prior to the background checks.
- The applicant has attended an orientation workshop on the *Decree on Child Protection* and the *Safe Environment Program*.
- The applicant has signed the Code of Conduct.

Supervisor's Signature: \_\_\_\_\_

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

*\*According to the Decree on Child Protection a Regular Volunteer is an adult who is not an employee but who is a catechist, coach, server coordinator, etc. and who functions in a regular relationship with children. This includes interns, student teachers and others in similar capacities. It also refers to anyone who participates in an overnight event with children, and an employee functioning as a volunteer outside his/her regular duties or within his/her parish or apostolate. The definition of a regular volunteer does not include occasional involvement, such as a driver or chaperone for individual activities.*