

ST. CHARLES BORROMEO PARISH AND SCHOOL

SAFE ENVIRONMENT CERTIFICATION INSTRUCTIONS

New Volunteer

(keep this sheet for your reference)

PART 1: Return these 3 documents to the school or parish office

1. Complete the enclosed **Volunteer Application** + **provide a photocopy of ID**
2. Complete and sign the enclosed **Applicant Disclosure**
3. Complete and sign the enclosed **Applicant Release**

PART 2: Online Safe Environment Training

The Diocese of Fort Wayne-South Bend is partnering with Catholic Mutual Group (CMG) to offer safe environment training for all adults who will minister to children. Go to <https://fortwaynesouthbend.cmgconnect.org/>. Follow the directions on the enclosed flier for creating an account (select St. Charles as your primary parish) and completing the “**Initial VOLUNTEER Safe Environment Training Curriculum**”. There are several videos to view, each accompanied with a quiz. Also, you will be required to view and sign that you read the volunteer manual on the CMG website as part of the training. **This must be done on a computer, not a mobile device.*

Thank you for your prompt attention. Together we may bring peace and the love of God to all whom we serve in our parish and school.

Casey Ryan
Safe Environment Coordinator
stcadulted@scbfw.org
260-969-4026



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAVE ENVIRONMENT PROGRAM

DIOCESE OF FORT WAYNE-SOUTH BEND
VOLUNTEER APPLICATION

The Diocese of Fort Wayne-South Bend thanks you for offering to provide volunteer service. Your willingness to give of your time is truly valued. We appreciate your completion of the following application and look forward to the potential of working with you as we build our faith community together.

BASIC INFORMATION: (PLEASE PRINT CLEARLY)

Legal Name: _____

Other names used including maiden name: _____

Date of birth: _____ Email: _____

Address: _____

Telephone(s): _____ Type: home cell other

Religion (If not Catholic, please also indicate if you were previously Catholic): _____

Emergency Contact (Name and Telephone Number): _____

BACKGROUND INFORMATION

1. Have you previously volunteered or been employed at a diocesan school or any other diocesan agency? _____. If yes, please indicate: a) the name of the school/agency where you volunteered/worked; b) the job(s) performed; c) the time period included; d) the reason why your volunteer service/employment ended; and e) name and telephone number of your supervisor at the diocesan school/agency

a) _____

b) _____

c) _____

d) _____

e) _____

2. Have you ever been arrested for or convicted of a crime that has not been expunged by a court?
Yes No

If yes, other than for a non-moving traffic offense, please indicate the nature, place and date of each such arrest or conviction; sentence received; sentence served; the name of any probation or parole officer; and, any other facts or circumstances that you wish to provide.

3. Have you ever been investigated by a child protection agency? Yes No

If yes, please explain:

INTERESTS

Type of service/activity for which you would like to volunteer

I certify the information contained in this application is true and complete. I acknowledge that if I am accepted as a volunteer, I have a continuing obligation to immediately notify the diocese of any changes or new information referred to on this application. **I authorize the diocese, its employees and agents to undertake an investigation that it deems appropriate in connection with this application and agree to cooperate with that process. I understand that such investigation may include, among other things, conducting a criminal history check on me.**

I understand that the diocese is under no obligation to accept me as a volunteer. I further understand that the diocese will not accept me for a volunteer position if I fail to complete this application, or if any of the information that I have provided on it or discovered by the diocese renders me unacceptable for a volunteer position, as determined solely by the diocese.

I understand that if I am accepted for a volunteer position, I must complete the diocese's **Safe Environment Education Process** before engaging in any volunteer work for the diocese. Further, I am bound to comply with all diocesan rules, directives, policies, procedures, etc., including but not limited to those concerning Church teachings, morals, and personal conduct. I acknowledge that, in the event I am accepted for a volunteer position, the diocese has the right to utilize my volunteer service as it deems necessary and to terminate my volunteer service at any time.

Signature of Volunteer Applicant

Date

NOTE: A photo ID or driver's license must be submitted with this application.



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

To be completed by school/parish

Package Requested: Basic Package
 New School Employee Package
 School Employee Recheck package

St. Charles Fort Wayne

NAME OF PARISH/SCHOOL REQUESTING SEARCH AND THAT SHOULD RECEIVE BILL AND RESULTS

APPLICANT DISCLOSURE

In connection with my application for employment or volunteer service with the Diocese of Fort Wayne-South Bend, I understand that a consumer report (and/or investigative consumer report), as defined by the Fair Credit Reporting Act (FCRA), may be obtained for employment or volunteer purposes.

APPLICANT SIGNATURE

DATE

PRINTED NAME

If applicant is under 18 years of age, this section must be completed:

I, _____, am the parent and/or legal guardian of the applicant. I have reviewed this disclosure request with my child/ward and have had an opportunity to have a meaningful consultation with him/her regarding its implications. I am executing this document and authorizing the procurement of the requested report on behalf of my child/ward and with his/her permission.

PARENT/GUARDIAN SIGNATURE

DATE

PRINTED NAME

**APPLICANT RELEASE FOR CONSUMER AND
INVESTIGATIVE CONSUMER REPORTS**

I authorize all corporations, employers, co-workers, references, credit reporting agencies, educational institutions, licensing bodies, courts, law enforcement agencies, governmental agencies or departments, and military services to provide information about my background, including but not limited to driving records, court records, workers compensation records, credit report, academic records, professional license record and employment related information or records. I agree to release the aforesaid from any liability for collecting that information.

I understand that an investigative consumer report is a special type of consumer report that is obtained through interviews and may contain information about my character, general reputation, personal characteristics, and/or mode of living. **I understand that the target of the consumer report secured by the Diocese of Fort Wayne-South Bend will concern only criminal history information unless I am specifically told otherwise.** Upon my written request within a reasonable period of time, a complete disclosure of the nature and scope of that investigation will be made to me in writing within five days of the date on which the request was received.

I further authorize the Diocese of Fort Wayne-South Bend to request a consumer report and/or investigative consumer report about me, for employment or volunteer related purposes, at any time to the extent allowed by law. I agree that this Disclosure and Release will be valid, now or in the future, in original, faxed, copied or electronic form.

I acknowledge that I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act."

I understand that my date of birth will be used solely for identification purposes.

FIRST NAME

MIDDLE NAME

LAST NAME

SUFFIX

ANY OTHER NAME(S) USED

SOCIAL SECURITY#

DATE OF BIRTH

POSITION APPLIED FOR

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

EMAIL ADDRESS

Previous Cities/States/Zip Codes/Counties of Residence During Last 7 Years:

_____	_____	_____	_____
CITY	STATE	COUNTY	ZIP CODE
_____	_____	_____	_____
CITY	STATE	COUNTY	ZIP CODE
_____	_____	_____	_____
CITY	STATE	COUNTY	ZIP CODE

School employees only: Have you ever been licensed/certified to teach or held a teaching license/certificate in any state in the United States? YES NO

APPLICANT SIGNATURE

DATE

If applicant is under 18 years of age, this section must be completed:

I, _____, am the parent and/or legal guardian of the applicant. I have reviewed these authorizations and releases with my child/ward and have had an opportunity to have a meaningful consultation with him/her regarding these authorizations and releases and their implications. I am executing this document on behalf of my child/ward and with his/her permission. I furthermore authorize my child/ward to execute all authorizations and releases contained herein having had an opportunity to have a meaningful consultation with him/her about the authorizations and releases and their implications.

PARENT/GUARDIAN SIGNATURE

DATE

California, Minnesota, and Oklahoma residents only:

Please initial here only if you are requesting a copy of the consumer report prepared on you _____.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For

more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau, 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580, (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency - Customer Assistance Group, 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center, P.O. Box 1200, Minneapolis, MN 55480 c. FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106 d. National Credit Union Administration - Office of Consumer Protection (OCP), Division of Consumer Compliance and Outreach (DCCO), 1775 Duke Street, Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings, Department of Transportation 1200 New Jersey Avenue, S.E., Washington, DC 20590

4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation, 395 E Street, S.W., Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration, 409 Third Street, SW, 8th Floor, Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission, 100 F St N.E., Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580, (877) 382-4357

CMGConnect

DIOCESE OF FORT WAYNE- SOUTH BEND



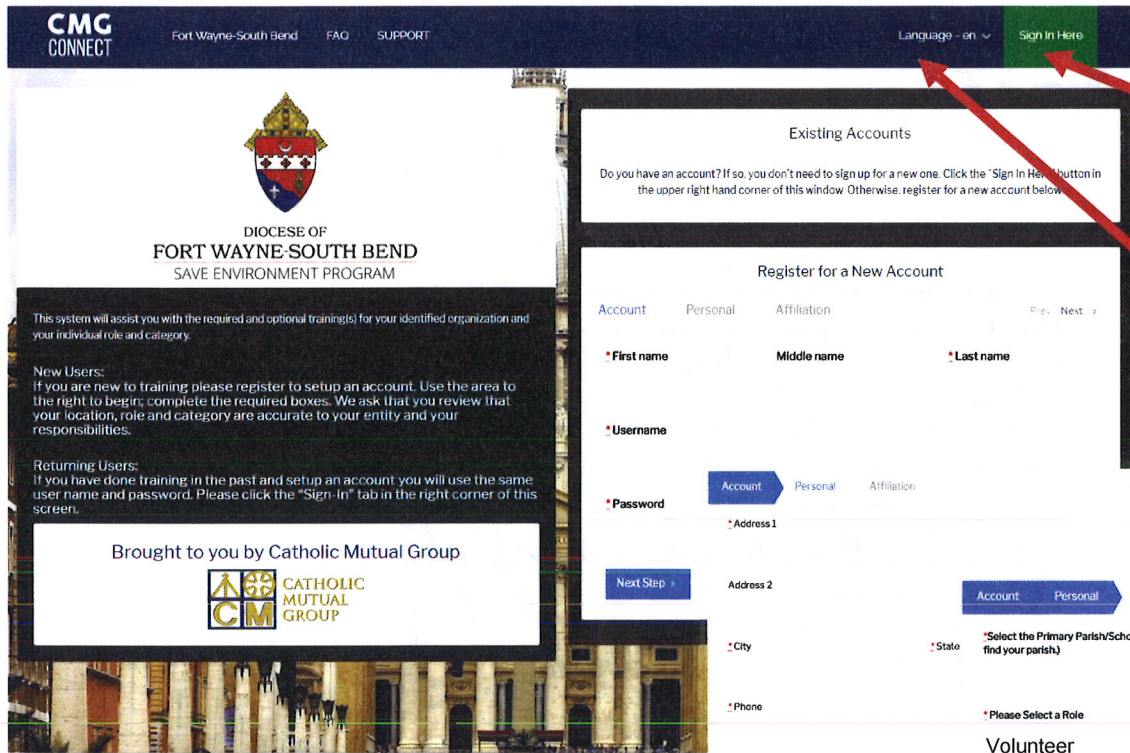
Safe Environment Training

Getting Started:

1. Go to <https://fortwaynesouthbend.cmgconnect.org/>
2. **Previously had an account?** If you have done training in the past and had an account, you can use that same username and password to Sign In at the top right of the page. You do not need to fill in the account creation boxes.
3. **New to training?** Create a new account by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school. If you have questions please contact your parish/school coordinator.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your particular role within the Diocese.
5. Click 'Start Curriculum' for the Initial Safe Environment Training Curriculum.
6. Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking 'Download Certificate'.

For more information, please use your FAQ
or Support tab at the top of the screen.





Already have an account? Sign in here!

Users can click here to create their accounts in Spanish prior to registering

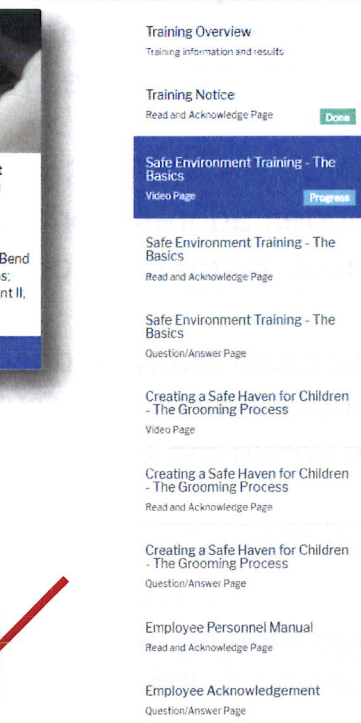
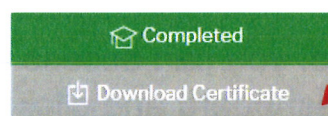
- You will progress through ALL three account creation screens before your registration is complete. *If you are unsure of what role to select for your participation category, please contact the diocese.*

- On your main dashboard, you will click Start Curriculum

- Complete the training sections—as you work through they will be marked as **Done** in each box.

- When finished, click the 'Dashboard' tab on the left side of your screen to return to your training options.

- Access your certificate by locating the completed curriculum on your dashboard and clicking the gray 'Download Certificate' button.



<https://FortWayneSouthBend.CMGconnect.org/>