

## ST. CHARLES SCHOOL AND PARISH **RESCREEN** INSTRUCTIONS

1. Complete and sign the Applicant Disclosure (1 pg) and Applicant Release (2 pgs)
2. Read the revised parts of the volunteer manual. Sign the form.

These four pages need to be turned into Linda in the school office or Casey in the parish office.

3. 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/>. We already have an account for you, so please go to the top right corner and click the tab that says "sign in here."

Your user name is: firstname.lastname.fwsb (example todd.smith.fwsb)

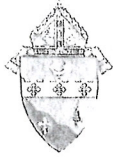
Your password is: 1234

Once you log in, please go to the EDIT PROFILE located in the far left corner of the dashboard to complete your general information AND change your password (you can also change your user name if you want). Be sure to input your email address so that you will receive future training notices. This will keep your training up to date. Attached is a flyer from CMG to help with getting logged in.

After logging in, go to the right of the page - click on curriculum - Look for "Initial Volunteer Safe Environment Training." Complete the training.

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





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](http://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](http://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](http://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](http://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](http://www.consumerfinance.gov/learnmore).

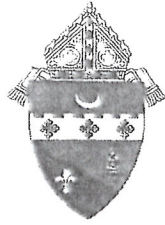
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are 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](http://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.	a. Consumer Financial Protection Bureau, 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	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. Office of the Comptroller of the Currency - Customer Assistance Group, 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center, P.O. Box 1200, Minneapolis, MN 55480
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. FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration - Office of Consumer Protection (OCP), Division of Consumer Compliance and Outreach (DCCO), 1775 Duke Street, Alexandria, VA 22314
d. Federal Credit Unions	
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



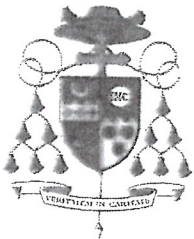


## WELCOME TO THE DIOCESE OF FORT WAYNE-SOUTH BEND, INC.

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The Diocese of Fort Wayne-South Bend, Inc. (the "diocese") is a not-for-profit religious corporation empowered under Canon Law to fulfill the spiritual, educational and charitable mission of the Catholic Church in the Northeastern portion of the State of Indiana. As a volunteer of the diocese, your efforts play a vital role toward the successful fulfillment of the sacred mission of this local Church. This manual applies to all volunteers of the diocese. It is provided to you as a guide to assist you in understanding the importance of your role and the standards of conduct and decorum that apply to your position. These materials are presented with the hope that your time of service will be pleasant, enduring and enriching for you and for the people of God whom we all serve. The diocese reserves the right to change or discontinue any provision of this manual at any time. This manual is not intended to be nor should it be construed as a contract of any type with the diocese or any of its agencies for any purpose, or a promise of continued volunteer service opportunity. Either you or the diocese may terminate your volunteer relationship for any reason at any time.

### A WORD FROM BISHOP KEVIN C. RHOADES



*The work of our diocese is eminently pastoral. We work to bring the message of Christ and his love to everyone. These policies are meant to make clear to all who serve our people that we are devoted to the mission of Jesus Christ and to the treatment of every single person, especially our beloved young, with dignity and in the spirit of the Gospel of Christ*



### **Diocesan Volunteer Phone Use Policy**

This policy concerns the use of phones during work time by volunteers of the Diocese of Fort Wayne-South Bend.

While working, diocesan volunteers are expected to exercise discretion and consideration for others when using phones. Personal calls/text messaging during work time, regardless of the phone used can interfere with productivity, safety, and may be distracting to others. Volunteers are encouraged to make personal calls/text messages during breaks and to ensure that friends and family members are aware of this policy. The diocese is not responsible for the loss of or damage to personal cellular phones brought into the service location. Additional conditions regarding the use of cellular phones are set out in the diocese's social media policy.

Volunteers whose job responsibilities include driving should refrain from using a phone/communication device while driving a diocesan vehicle, (owned or leased), or their own vehicle when used to conduct diocesan business. A "hands-free" method (i.e. Bluetooth) of communication is suggested while driving. Sending or reading text messages, reviewing emails, and watching videos on cellular phones is not allowed while driving. These types of activities should only be done after the vehicle is safely parked.

## **DRUG-AND-ALCOHOL POLICY**

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The Diocese of Fort Wayne-South Bend works to ensure a drug-free, healthful, and safe workplace. Volunteers are required to report to their service in an appropriate mental and physical condition so that they can perform their responsibilities to a satisfactory level.

While conducting volunteer service for the diocese, no volunteer may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair a volunteer's ability to perform the essential functions of the job effectively, and in a safe manner that does not endanger other individuals. Such violations may also have legal consequences.

### **Definitions**

*"Illegal Drug"* means a substance whose use or possession is controlled by federal law, or that is not being used or possessed under the supervision of a licensed physician.

*"Under the influence of alcohol"* means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

*"Under the influence of drugs"* means a confirmed positive test result for illegal drug use per this policy. It also includes the misuse of legal drugs (both prescription and over-the-counter drugs) when there is not a valid prescription from a physician for the lawful use of a drug.

# VOLUNTEER

## POLICIES MANUAL

### OF THE

## DIOCESE OF FORT WAYNE-SOUTH BEND, INC.

### VERIFICATION OF RECEIPT OF VOLUNTEER MANUAL OF THE DIOCESE OF FORT WAYNE-SOUTH BEND, INC.

By signing below, I acknowledge that I have received a copy of and agree to abide by the Personal Conduct and Policies Manual for Volunteers of the Diocese of Fort Wayne-South Bend, Inc. I understand that I have been given this Manual for information purposes only and that the Manual does not create an express or implied employment contract of any kind. I understand that the policies and other information referenced in the Manual are subject to change or deletion at the Diocese's discretion at any time. I also understand that I am not required to volunteer for the Diocese of Fort Wayne-South Bend, Inc. for any set period of time and that the Diocese is not required to utilize my volunteer services for any set period of time. I or the Diocese may terminate the relationship for any reason at any time.

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Volunteer Signature

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Volunteer printed name

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Date

# CMGConnect

## DIOCESE OF FORT WAYNE- SOUTH BEND



### ***Safe Environment Training***

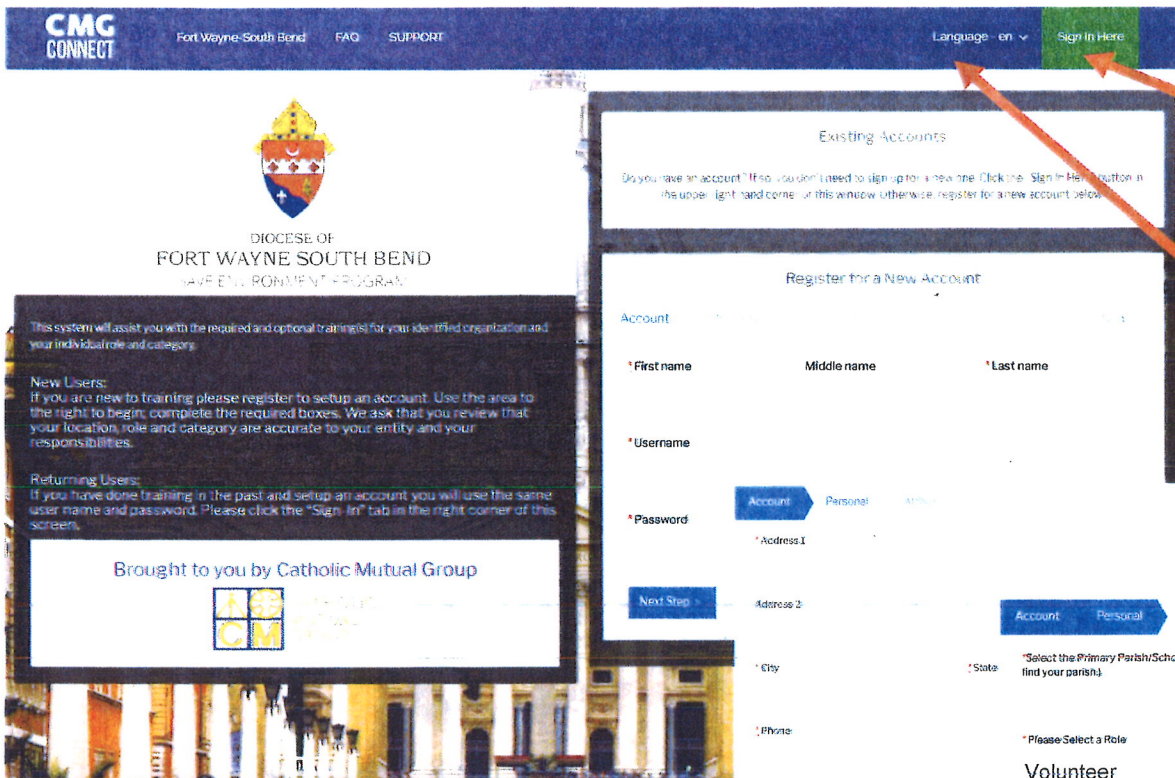
#### Getting Started:

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

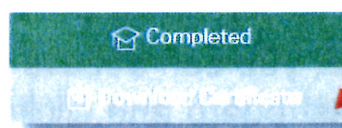
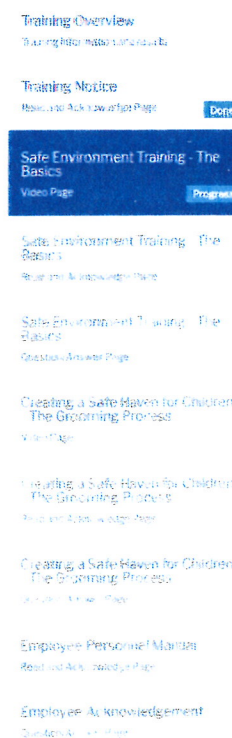
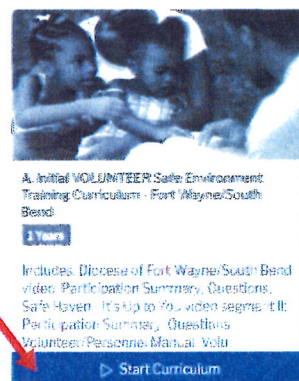
- You will progress through ALL three account creation screens before your registration is complete. *If you are unsure of what role to select for your participation category, please contact the diocese.*

- 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/>