



### **Instructions for Parent Volunteers**

The following steps must be completed if you are planning to be a parent volunteer this year.

- Complete the Covered Volunteer Application Form (CVA) and Safe Environment Training. The form and instructions for the training are below.
- Please return the completed form and safe environment training certificate to Cori Welty in the Business Office or at [cwelty@holynamestpa.org](mailto:cwelty@holynamestpa.org).
- The safe environment training is good for five years, and there is no fee to complete it.

If you are volunteering where you will have unsupervised access to our students OR being a chaperone on:

- a) Any field trip outside of the Diocese
  - b) Overnight field trips
  - c) All mission trips
- Submit a Covered Volunteer Application Form (CVA) to Cori Welty in the Business Office or at [cwelty@holynamestpa.org](mailto:cwelty@holynamestpa.org).
  - All applications will be sent to the teachers and they will complete a lottery for the parents that will attend the event.
  - The Business Office will notify the parents who are going on the trip and send them the instructions to complete a FDLE Level II Background Check through the Diocese of St. Petersburg. The fee for the screening is \$51.
  - Safe Environment Training Program will need to be completed as well. There is no fee for this.
  - The background check and safe environment training is good for five years.

*Please complete the application and send to the business office two months prior to the trip.  
This will give time to complete the additional steps needed.*



Academy of the  
Holy Names

TO BE, RATHER THAN TO SEEM

### Covered Volunteer Application Form

School(s) Where you volunteer and the address: (If you volunteer at more than one location, list them all.)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Thank you for offering your time to volunteer in our school. The Academy of the Holy Names requires a Covered Volunteer Application Form to be submitted. A covered volunteer is an individual who will have the care, responsibility, and or supervision of a child or youth or unsupervised access to vulnerable adults. Because you will be volunteering and working with our young people, we also require some basic information about you, which assures the best possible program and safety for all. Please print your responses to the following questions and return this form to Human Resources.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Other: \_\_\_\_\_

Place of Employment

Work Phone: \_\_\_\_\_

Work Email: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you a member of the Catholic church? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Your parish/school/entity name:

\_\_\_\_\_

Volunteer position(s) you are seeking: \_\_\_\_\_

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

Have you been directed to transport children, youth or vulnerable adults by your parish/school/or other Diocesan Organization?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Organization/Other: \_\_\_\_\_

Prior experience working with children: \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested: Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, what was the result of the arrest? (include adjudication withheld plea of nolo contendere or pre-trial diversion): \_\_\_\_\_

Have you ever been the subject of an investigation involving an allegation of sexual abuse? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been a defendant in a civil action for an intentional tort? (e.g. assault, battery, etc.) Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, please explain, including nature of the intentional tort and date it was committed: \_\_\_\_\_

Has your employment ever been terminated for reasons related to allegations of physical abuse? If yes, please explain: \_\_\_\_\_

Authorization:

In conjunction with my request to serve as a volunteer for the above position, I understand that investigative inquiries on my background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the hiring entity and will consist of a criminal background check and /or driving record check using the services of the Diocese of St. Petersburg/Department of Human Resources or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to volunteer for the above noted position.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future by the entity for which I am volunteering.

\_\_\_\_\_  
(Signature of Volunteer)

\_\_\_\_\_  
(Date)

# Diocese of St Petersburg



## ***Safe Environment Program***

### Safe Environment Instructions:

1. Go to <https://stpetersburg.CMGconnect.org> to complete your new online safe environment curriculum.
2. 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 administrator.
3. Start the *Safe Haven—It's Up to You* training curriculum.
4. Click the 'Dashboard' tab to return to the main menu.
5. Download and print your certificate upon completion or, email it directly from the site to the office or school you are associated with.

**CMG CONNECT** St Petersburg FAQ SUPPORT Language -

Already have an account? You don't need to sign up for a new one. [Sign in Here.](#)

Welcome to CMG Connect

The Diocese of St Petersburg training hub

This new system will help walk you through training requirements for your organization

If you have done training in the past and set up an account, you will use that same username and password. Please click the 'Sign In' tab in the top right corner of this screen.

If you are new to training, please set up an account. You will be asked to complete all required boxes.

Account Personal Affiliation

< Prev Next >

\* First name Middle name \* Last name


\* Username

\* Password \* Password confirmation

Next Step >

- You will progress through ALL three account creation screens before your registration is complete.
- On your main dashboard, you will Start Curriculum.
- Complete all sections—as you work through they will show as 'Done' in each box.
- Once complete click the 'Dashboard' tab to return to the main menu.
- Download and print your certificate when you are finished, or, email it directly from the site to the office or school you are associated with.

### Required Trainings



**A. Safe Environment Program -**

**5 Years**

Includes: Safe Haven - It's Up to You video training; Safe Haven questions; required Diocesan policy acknowledgement.

[▶ Start Curriculum](#)

### Training Overview

Training information and results

USCCB Role	Question/Answer Page	Progress
Safe Haven - It's Up to You Part 1	Video Page	
Safe Haven Questions 1	Question/Answer Page	
Safe Haven - It's Up to You Part 2	Video Page	
Safe Haven Questions 2	Question/Answer Page	
Safe Haven - It's Up to You Part 3	Video Page	
Safe Haven Questions 3	Question/Answer Page	

**Completed**

[Download Certificate](#)

<https://stpetersburg.CMGconnect.org>