VOLUNTEER HANDBOOK
ACKNOWLEDGMENT FORM

VOLUNTEERS:
The JDA Volunteers assist the Administration of Juan Diego Academy in promoting, recruiting, and retaining volunteers to assist the school's many activities and major fundraising events. The volunteers will work with the Administration, as well as chairs and co-chairs, on an "as needed" basis to assist in the smooth and efficient operation of volunteer-supported events. Volunteer positions often require considerable commitment of time and resources to insure the smooth and effective stewardship of the volunteer resources of JDA. Typically, the volunteers have had numerous successful volunteer experiences both at JDA and in other settings, possesses a variety of gifts and talents, can communicate effectively with all members of the school community, and has a strong and active faith life. The volunteers are invited to serve in his/her ministry by the Director of Finance and Advancement in consultation with the Principal and other members of the Administrative Team.

All volunteers must complete and submit the following application and forms to JDA's front office:
Volunteer Application
Criminal Background Check Authorization Form
Code of Ethics (English or Spanish)
Volunteer's Code of Conduct
DPS Computerized Criminal History Verification (when driving students)
Field Trip form (if applicable)

VOLUNTEER OPPORTUNITIES:
This list is by no means exhaustive. Additional volunteer opportunities will become available. These will be announced through the JDA website, facebook®, and twitter®.

****

I have received a copy of the current **Juan Diego Academy Volunteer Information** that contains volunteer policies and procedures.

As a volunteer for Juan Diego Academy, I agree to abide by the policies and procedures contained herein and used in determining the standard operating procedure of the items listed.

I understand that I am responsible for acting in accordance with the policies and procedures of Juan Diego Academy.

_____
Volunteer's Printed Name

_____ _____
Volunteer's Signature Date

Juan Diego Academy retains the right to modify, amend, or change the policies and procedures in this handbook at any time. Volunteers will be notified in advance if changes are made.

POLICIES AND PROCEDURES

Application Process:

All volunteers are required to fill out a Volunteer Application Form. Volunteers can either fill out the application provided in this handbook or access the application online by visiting the Juan Diego Academy website (www.juandiegoacademy.org). The information you provide on these forms will be held in the strictest confidence. Please fill out all of the information requested, sign, date, and return to the Principal's Office. Please keep the Diocesan Code of Conduct for your records. Volunteers may not be considered for service unless the Volunteer Handbook Acknowledgement Form, Volunteer Application Form, Criminal Background Check, the Diocesan Code of Ethics and Code of Conduct, DPS Computerized Criminal History Verification, and the Field Trip form are submitted, reviewed, and approved by the school (criminal background check is handled through the Catholic School Office of the Diocese of Brownsville). Additionally, all volunteers must participate in the Protecting God's Children training offered numerous times throughout the year.

Selection of Volunteers:

The Director of Finance and Advancement, in consultation with the Principal and other members of the Administrative Team invites parents to consider accepting responsibility for coordinating and assisting in the various volunteer opportunities available and needed. Previous parents/volunteers may also be consulted as part of the selection process.

In the case of the major school fundraising events (gala, golf tournament, spring festival), candidates for co-chairs and coordinators surface as part of the evaluation process after each of these events. The Director of Finance and Advancement will schedule and facilitate such a meeting as soon as is practical at the conclusion of each major fundraiser.

School Office Hours:

The school office is open on all school days from 8:00 am to 5:00 pm.

Sign-In Procedure:

For the safety and security of the JDA community, all visitors (including volunteers) are required to sign in at the school's front office upon arrival. All visitors and/or volunteers are required to wear a designated badge or sticker that may be picked up in the front office. Visitors and/or volunteers are to return the badge and sign out upon leaving campus.

Dependability:

The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible to the person you are working with, or by phoning the office.

Confidentiality:

A volunteer operates in a position of trust. Therefore, great care must be taken to ensure that the student, staff, and parent information is kept confidential. Any concerns in this regard should be reported to a member of the Administrative Team. All volunteers are required to sign and abide by the Volunteer Code of Conduct. Breaches in confidentiality are grounds for dismissal of services and could lead to the separation of the volunteer's family from the school community.

DIOCESE OF BROWNSVILLE
CATHOLIC SCHOOL OFFICE

VOLUNTEER APPLICATION
Please Print

School _____ Date _____

Name _____

Address _____ City _____ Zip _____

Home Phone _____ Driver's License No. _____

Employer _____ Work Phone _____

Occupation _____

Best time to be reached: ____morning ___afternoon ___evening ___weekend

Marital Status: ___single ___married ___divorced ___separated

Spouse's Name _____

Children's Names _____ _____

_____ _____

Have you ever been convicted of violating any law (except traffic violation)? _____ If yes, give date, place, and details. _____

All Catholic schools of the Diocese of Brownsville are required to comply with the law requiring a criminal background check. Your signature will be required on the attached Criminal Background Check forms.

Please list any organizations, clubs or civic involvement in the last two years:

_____

_____

Please indicate any special skills, hobbies, academic experiences or training that would assist us in identifying a volunteer placement: _____

_____

Please indicate hours and days of the week available for a volunteer placement:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

Please indicate the Volunteer Service Areas in which you would be interested.

___ Cafeteria Supervision ___ Playground Supervision ___ Classroom Aide

___ Cafeteria Serving Line ___ Office Aide ___ After School Sports

___ After School Care ___ Arts/Crafts ___ Music Aide

___ Other _____

List three unrelated references from a professional, work or volunteer environment in the last five years:

Name	Address	Phone	Relationship
1.			
2.			
3.			

I hereby certify that the answers to all of the foregoing questions are true, complete and accurate. I also agree to abide by the policies and regulations set forth in the school handbook and the Diocese of Brownsville Manual of School Policies.

Signature _____ Date _____

DIOCESE OF BROWNSVILLE
CATHOLIC SCHOOLS OFFICE

Instructions to the applicant:

1. The candidate completes and signs the **Criminal Background Validation Form**.

2. The candidate then schedules a fingerprint appointment by visiting www.L1enrollment.com or by calling 1-888-467-2080 and follows the instructions provided on the FAST application.

Important information: 1. Logon to www.L1enrollment.com 2. Select: Texas 3. Select: Online Scheduling 4. Select: English or Espanol 5. Enter: First and Last Name 6. Select: Education	7. Enter: **TXFACT00Z** when prompted for Agency number/ORI 8. Select: All Others 9. Enter:**7420** when prompted for Agency ORI # 10. Follow the prompts to enter requested information 11. Bring this completed form with you to your appointment

3. The candidate must pay a fee using one of the methods below:
   Online: using a credit card
   On site: using a money order ***CASH IS NOT ACCEPTED***

FAST SERVICES SITES FOR THE RIO GRANDE VALLEY

City	Address	Hours of Operation
Brownsville	814 N. Expwy. 77 Suite 44	M-F 9:30am.-5:30pm & Sat. 9am-1pm
Edinburg	2524 W. Freddy Gonzales Dr.	M,W & F 9-5;Sat 9-1
McAllen	929 E. Esperanza Ave. Suite 22	M-F 8:00 -4:30

4. The report from the **Fingerprint Applicant Services of Texas** will be sent to the superintendent of schools, who will then advise the school principal of clearance to hire or non-clearance to hire.

   No employment agreement is valid until the Criminal Background Check is completed. Successful completion of the Criminal Background Check is the sole and absolute judgment of the superintendent of schools.

Revised: 1/13, 7/10/14

DIOCESE OF BROWNSVILLE
CATHOLIC SCHOOLS OFFICE

Criminal Background Authorization and Verification Form
Return this form to the Catholic School Office

I, _____, understand that the validation of any employment / volunteer agreement with _____ Catholic School for the position of _____ is contingent upon the successful completion of the check of my **Criminal History Record Information** from the Department of Public Safety, the Texas Department of Criminal Justice, the Federal Bureau of Investigation identification division, or any other law enforcement agency. Successful completion of the check is the final judgment of the Superintendent of Schools for the Diocese. ***No information from the criminal history record check other than clearance to validate contract or non-clearance will be communicated by the Superintendent to anyone.*** **I understand that for the fingerprinting process, I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety Automated Fingerprint Identification System (AFIS). I have been made aware that in order to complete this process I must make an appointment with Morpho Trust USA, submit a full and complete set of my fingerprints, request a copy to be sent to the Diocese of Brownsville Catholic Schools Office listed below and pay the required fee to the fingerprinting services company, Morpho Trust USA.** *IF after the criminal history information check, the Superintendent communicates a judgment of non-clearance, the principal will be required to terminate immediately any and all relationships between the school and the employee/volunteer. Salary for an employee would then be paid up-to-date on a per diem basis.*

By my signature I acknowledge my understanding of and agreement to all of the above.

Print Name:	Signature:	Date:

Catholic Schools Office ONLY	Notification to the school principal: O Does not apply
O CLEARANCE O NON-CLEARANCE _____ Superintendent's Signature Date	_____ is due to renew his/her Criminal Background Check on or before _____. MM/YYYY

Return to: Sr. Cynthia A. Mello, SSD
Superintendent of Schools
700 N. Virgen de San Juan San Juan, TX 78589

Rev. 1/99, 06/10, 01/13, 07/10/14

DIOCESE OF BROWNSVILLE
CATHOLIC SCHOOL OFFICE

Name of School: _____

Code of Ethics

Church personnel will exhibit the highest Christian ethical standards and personal integrity.

Church personnel will conduct themselves in a manner that is consistent with the discipline and teachings of the Catholic Church.

Church personnel shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

Church personnel will avoid taking unfair advantage of a helping relationship for their own benefit.

Church personnel will not physically, sexually or emotionally mistreat or neglect a minor or adult.

Church personnel will share concerns about suspicious or inappropriate behavior with their pastor, their principal, the Vicar General or the Bishop.

Church personnel will report any suspected abuse or neglect of a minor to the Texas Department of Protective and Regulatory Services.

Church personnel will accept their personal responsibility to protect minors and adults from all forms of mistreatment.

Areas of Importance to Teachers

Church personnel should not transport minors unless written permission from parents/guardians has been obtained.

Church personnel should not use any form of physical discipline when correcting inappropriate behavior of a minor This includes spanking, slapping, pinching, hitting or any other physical force.

Church Personnel should never use language which is sarcastic or calculated to bring ridicule on the pupil or his/her parents.

Church personnel should never compromise their position when showing affection to a minor. The following are considered appropriate forms of showing affection to a minor: side hugs, pats on the shoulder or back, handshakes, hand slapping, verbal praise, touching hands, faces, heads, shoulders, and arms, holding hands while walking with small children, sitting beside small children, kneeling or bending down for hugs with small children, holding hands during prayer and pats on the head when culturally appropriate.

Church personnel should respect confidentiality in both verbal and written communication regarding the right of a person to a good reputation and a person's right to privacy. Personnel files, students records, application information, performance appraisals, disciplinary measures, as well as information given by parents are to be protected form disclosure.

Acknowledgement

I have attended an educational seminar that explains the Policies on Ethical and Responsible Conduct in Ministry adopted by the Diocese of Brownsville. I understand the policies and voluntarily agree to abide by these policies and conduct myself in complete accordance with them.

Name: _____ **Signature:** _____

Position: _____ **Date:** _____

VOLUNTEER'S CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a volunteer I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our *[parish, school, facility, diocese, etc.]*.

Volunteers shall:

- ☐ Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- ☐ Avoid situations where they are alone with children and youth at Church activities.
- ☐ Use positive reinforcement with children and youth rather than criticism, competition, or comparison.
- ☐ Refuse to accept expensive gifts from children and youth or parents without previous written approval of the pastor or administrator.
- ☐ Refrain from giving expensive gifts to children or youth without prior approval of the parents or guardian and the pastor or administrator.
- ☐ Report to the pastor, administrator, or appropriate supervisor and *[the local Child Protection Services agency]* any suspected abuse. Failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- ☐ Cooperate fully in any investigation of abuse of children or youth.

Volunteers must not:

- ☐ Smoke or use tobacco products in the presence of children or youth.
- ☐ Use, possess, or be under the influence of illegal drugs or alcohol at any time while volunteering.
- ☐ Pose any health risk to children and youth (i.e., no fevers or other contagious situations).
- ☐ Strike, spank, shake, or slap children and youth.
- ☐ Humiliate, ridicule, threaten, or degrade children and youth.
- ☐ Touch a child in a sexual or other inappropriate manner.
- ☐ Use any discipline that frightens or humiliates children and youth.
- ☐ Use profanity in the presence of children and youth.

I understand that as a volunteer working with children and youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and youth.

_____ _____

Volunteer's Signature Date

_____

Printed Name