



Diocese of  
Green Bay

## Safe Environment Policy on Supervised Volunteers

The Diocese of Green Bay is committed to creating, providing and maintaining safe environments in all its parishes, schools, and other institutions so that all persons, especially children, and individuals at risk, will be protected from harm. This policy is in compliance with *The Charter for the Protection of Children and Young People* and the *Essential Norms, Statement of Episcopal Commitment*, United States Conference of Catholic Bishops, 2002, revised 2005, 2011, and 2018.

When there is contact with children, young people and individuals at risk, supervised volunteers are required to:

- Complete an application form in which they: 1) provide the Diocese with 3 references, only 1 of which may be from the parish where the individual is volunteering; 2) complete, sign and date the appropriate declaration form;
- Complete the VIRTUS Adult Awareness Training Session and follow-up requirements.
- Sign the Agreement Form in which they agree to follow and adhere to the *Diocesan Code of Pastoral Conduct for Volunteers*.

All youth volunteers (under the age of 18) are required to adhere to the provisions of the Youth Application and Youth Code of Conduct.

Due to the inability to complete a criminal background check, any volunteer unable to submit a Social Security Number will not be allowed to volunteer in an unsupervised environment. All such volunteers may never be left alone with children or individuals at risk and must be continually (at all times) supervised by a parish/school employee or volunteer that has completed the following requirements:

- An application form in which they: 1) provide the Diocese with professional/personal references; 2) complete, sign and date the appropriate declaration form; 3) authorize a criminal background check and receive a satisfactory report, or when not possible, complete an approved alternative.
- The VIRTUS Adult Awareness Training Session and follow-up requirements.
- Sign the Acknowledgement and Agreement Form in which they acknowledge receipt of “*Our Promise to Protect*” *Safe Environment Policy Diocese of Green Bay* or the *Diocesan Code of Pastoral Conduct for Volunteers* of the Diocese of Green Bay and agree to follow and adhere to “*Our Promise to Protect*” *Safe Environment Policy Diocese of Green Bay* or the *Diocesan Code of Pastoral Conduct for Volunteers*.
- Sign an agreement to supervise an undocumented volunteer.

Failure to comply with these requirements will result in the removal of the person from ministry or the denial of volunteer service within the diocese.



## Supervision of a Volunteer Agreement Form

I agree to supervise \_\_\_\_\_ during the activity or duties of  
(Name of volunteer)

\_\_\_\_\_ at \_\_\_\_\_  
(Name volunteering activity) (Name of parish/school and location)

I have fulfilled all of the requirements pertaining to the Safe Environment policies of the Diocese of Green Bay.

\_\_\_\_\_ (initial) Attended a VIRTUS Protecting God's Children Awareness Session  
\_\_\_\_\_ (initial) Have an approved current Diocese of Green Bay Background Check  
\_\_\_\_\_ (initial) Signed a diocesan Agreement Form

\_\_\_\_\_  
(Name or supervising volunteer – PRINT)

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

\_\_\_\_\_  
(Signature)