

All Saints Catholic Academy
Volunteer Required Documentation

1. **Protecting God's Children** - Attend a class in the Diocese of Joliet area by obtaining a list of upcoming sessions on their website:
 - Diocese of Joliet Website Home Page - www.dioceseofjoliet.org
 - Scroll down and click on "Promise and Protect - Pledge to Heal"
 - On the left side of the screen, scroll down and click on:
"VIRTUS-Protecting God's Children"
 - Click on "See workshop schedule."

******When you have completed the session******
A copy of the certificate is required to our office.

2. **Paperwork** - Consists of 2 forms - Available in school Office and on ASCA website.
 - a. Volunteer/Independent Contractor Release - (Required Form to process Background Check)
 - b. Acknowledgement of Diocesan Policies - (Read & Review Website Documents and Sign & Return Required Form)
 - Diocese of Joliet Website Home Page - www.dioceseofjoliet.org
 - Scroll down and click on: "Promise and Protect - Pledge to Heal"
 - On the left side of screen, scroll down and click on:
"Employee/Volunteer Form & Documents"
 - Scroll down to VOLUNTEERS
 - Click on the following documents:
"Pastoral Policy Regarding Sexual Abuse of Minors" - REVISED 2013 and
"Standard Behavior for Those Working with Minors" - REVISED 2014

3. **Background Check** - After ALL above required paperwork is received in our school office, a background check will be processed. (The turnaround process takes several days)

Please feel free to contact me at (630) 961-6125 X107 with any questions,

Maryanne Higdon