

C.A.S.E. Paperwork Check List:

Please have the following completed prior to the event or ministry you wish to volunteer for

Did I Remember to...

- Read and Complete my Volunteer Code of Conduct form then sign and date it?
- Read and Complete my Background Check form in its entirety and sign and date it?
 - Include a copy of my Driver's License, Birth Certificate or Passport?
 - Complete my C.A.S.E. Training either on-line or in person?
- If you completed your C.A.S.E. Training On-line, you must print out and submit a copy of your Certificate of Completion.*

Dear Volunteer,

I would like to take this opportunity to give you a brief overview of what C.A.S.E. Training is and what it entails:

Per the Diocese of Rochester, C.A.S.E. training, without any exceptions, is mandated for all volunteers working with children, youth, and vulnerable adults.

C.A.S.E. training has three components which all must be completed prior to volunteering and renewed every three years. Please give yourself three weeks to complete your C.A.S.E. training requirements prior to the event you are volunteering for.

1) **A Code of Conduct (Volunteer Code of Conduct for Adults form)** which you will sign to affirm that your first obligation is to give a good example to our children and follow the rules and guidelines in the Code of Conduct while providing service to our children and youth.

2) **A Background Check (Background Check Notification and Authorizations for Volunteers form)** which gives your consent to check your records from the following departments:

- The Department of Corrections
- Social Security (to verify you are who you say you are)
- Sex Offender Registry both Local and Federal

All volunteers must consent to a Background check. No one is permitted to volunteer without written consent for a background check.

Please include a copy of your Driver's License, Birth Certificate or Passport, email and phone number.

Please know that you may not volunteer until your background check has been completed. This process can take up to 5-10 business days. All Background checks are confidential and are processed and secured (encrypted) through the Rochester Business Alliance (RBA). Once the report is complete, I can only see if the volunteer is cleared to begin volunteering or not.

3) **C.A.S.E. Training:** An on-line or classroom setting course which introduces volunteers to sobering facts about sexual abuse and what actions you need to take if you suspect a child, youth or vulnerable adults is a victim of physical or sexual abuse.

If you would like to complete your C.A.S.E. training in a classroom setting, please be aware of the dates that our parish will be providing for this training. You can access those dates via the parish website. Trainings are offered in the Fall and the Spring.

A few things you need to know about the On-line C.A.S.E. program:

1. Use the directions on how to access the training found on the parish website under the Creating a Safe Environment tab.
2. It works best on a laptop or PC. Taking the course on a tablet or phone is not yet accessible.
3. The program takes about an hour and contains five modules. You are able to stop and save in between the different modules, but if you close out the program in the middle of the module it will not save the

work you did in that module. There are questions that follow each module and an action plan that you can print out that is coordinate to each of the five modules.

- 4. You must submit the final certificate to the C.A.S.E. Coordinator, Ashley Blank, for your training to be valid. Make sure you make a copy for your own files.**

Together we will forever Create A Safe Environment for our children, youth and vulnerable adults in our parish.

Please do not hesitate to contact me with any questions or concerns you may have about C.A.S.E.

Sincerely,

Ashley Blank
Coordinator of Faith Formation/C.A.S.E. Coordinator
St. Catherine of Siena Parish
Phone: 607-257-2493
Email: Ashley.blank@dor.org