



# Diocese of Houma Thibodaux

## Code of Professional Conduct & Questionnaire for Youth Volunteers (ages 12-17)

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

*Valid for one year  
Keep on file at each location*

### Questionnaire for Youth Volunteers (ages 12-17)

Please print.

Youth Full Name \_\_\_\_\_ Date of birth \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Church parish you are volunteering for \_\_\_\_\_

Please list each year you have been Safe Environment Trained as a Youth Volunteer:

\_\_\_\_\_

My Experience with volunteering: (list events, retreats, trainings you have attended) \_\_\_\_\_

My hobbies are: \_\_\_\_\_

Do you have physical or medical limitations? Allergies? \_\_\_\_\_

Do you have special dietary requirements? \_\_\_\_\_

What do you enjoy most about volunteering? \_\_\_\_\_

What responsibilities do you feel less comfortable with? \_\_\_\_\_

#### Parent/Emergency Contact Information

Contact 1 (Parent/Guardian):	Name _____	Relationship _____
	Cell Phone _____	Home Phone _____

Contact 2 (Parent/Other):	Name _____	Relationship _____
	Cell Phone _____	Home Phone _____

Names, other than parents, allowed to pick-up youth applicant from events: \_\_\_\_\_

Please list any email addresses we can send meeting information, reminders and updates to:

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

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

### Code of Professional Conduct Preamble & Responsibility of Youth Volunteers who have Regular contact with minors

Our Children are the most important gifts God has entrusted to us. As a youth volunteer, I promise to strictly follow the rules and guidelines in this Code of Professional Conduct for Youth, as a condition of my providing services to children and other youth of our parish, school, or any other diocesan institution or facility.

The public and private conduct of Youth Volunteers can inspire and motivate people, especially other youth, but it can also scandalize and undermine their faith and trust in Church Leaders. Youth volunteers must, at all times, be aware of the responsibilities that accompany their ministry. They must also know that God's goodness and grace supports them in their ministry.

Responsibility for adherence to this Code of Professional Conduct for Youth rests with the individual. Youth volunteers who disregard this Code of Professional Conduct will be subject to remedial action by (the parish, the school or other diocesan institution). Corrective action may take various forms from a verbal reproach to removal from the ministry depending on the specific nature and circumstances of the offense and the extent of the harm caused by the offense or disregard for the Code of Professional Conduct for Youth.



# Code of Professional Conduct for Youth Volunteers (ages 12-17) Who have Regular Contact With Minors

Code of Professional Conduct for Youth Volunteers  
and Questionnaire accepted by:

*Supervisor's Signature/Date*

## Treatment of Children and Youth

As a Youth Volunteer I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid all situations where I am alone with a child and/or youth at church and/or school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refrain from singling out or paying special attention to individual children and/or youth or giving them gifts without prior written approval from their parent(s) or guardian and my supervisor.

## Unacceptable Behavior or Actions

As a Youth Volunteer I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time.
- Use, possess, or be under the influence of illegal or inappropriate drugs at any time.
- Pose any health risk to children and/or youth (i.e. I will not volunteer if I have a fever or other contagious situations).
- Strike, spank, shake, slap or yell at children and/or youth.
- Humiliate, ridicule, threaten or degrade any child and/or youth.
- Touch a child or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates any child and/or youth.
- Use profanity or other inappropriate language in the presence of children and/or youth.

## Responsibility to Report Abuse

As a Youth Volunteer I will:

- Report suspected abuse to the pastor, principal, administrator or appropriate supervisor. I understand that failure to report suspected abuse to proper authorities is, according to the law, a misdemeanor.
- Cooperate fully with the investigation of suspected abuse of children and/or youth.

## Confidentiality & Agreements

I understand that as a condition of my voluntary service in the Diocese of Houma-Thibodaux (that involves any contact with children and/or youth), I am required to sign this Code of Professional Conduct for Youth, obtain a parent/guardian signature and attend any meeting scheduled by my supervisor before the event I am volunteering/working for. I also understand that I am required to renew my training on an annual basis at each location which I plan to volunteer/work.

I understand, as a Youth Volunteer working with children and/or youth, that any action inconsistent with this Code of Professional Conduct for Youth, or failure to take action mandated by this Code of Professional Conduct may result in my removal as a volunteer youth minister with children and/or youth.

I will hold confidential information disclosed to me during the course of ministering to children and/or youth in the strictest confidence. I understand as a youth volunteer my responsibility is to report abuse.

I acknowledge that I have received, read and understand the Code of Professional Conduct for Youth for the Diocese of Houma-Thibodaux.

\_\_\_\_\_  
Youth Volunteer's Signature

\_\_\_\_\_  
Date

I, (parent or guardian's name) \_\_\_\_\_ grant permission for my child, (child's name) \_\_\_\_\_ to participate as a youth volunteer in this parish. I understand that my child will have to complete the following requirements each year he/she volunteers in the parish:

- Read and sign the Code of Professional Conduct for Youth Volunteers who have regular contact with Minors (parent/guardian signature is also required)
- Complete/update this Questionnaire for youth Volunteers.
- Youth Volunteer must attend a meeting to help prepare him/her for each activity/retreat/camp in which they are volunteering for.
- Attend a mandatory Safe Environment training before volunteering in the parish  
*Safe Environment training topics include: Signs of abuse and neglect, how to report/address concerns, appropriate and unacceptable conduct, social media guidelines and safe boundaries.*

*I understand the responsibility for adherence given to my child with this code of Professional Conduct. I also understand that I will be responsible to sign a consent form and liability waiver for other events my child will volunteer to participate in the parish/diocese.*

\_\_\_\_\_  
Youth Volunteer's Parent/Guardian Signature

\_\_\_\_\_  
Date