

New Employee/Volunteer Information Sheet Today's Date: _____

New Employee or Volunteer please complete this section. PRINT CLEARLY

First Name _____ Last Name(s) _____

Email Address _____

Phone Number _____

Do you have a social security number? _____ Yes _____ No

There is a \$15 processing fee for volunteers. Please submit this fee with your request or pay online. Checks can be made out to Holy Redeemer Catholic School. You may use this payment as 1.5 fair share hours.

Note: You will receive an e-mail with instructions to complete the background check. Please respond promptly. You only have seven days to respond before the request expires. You are only eligible to volunteer after you are cleared through the background check system, read the Know Your Policies (this information will come to you in an email), and completed CASE Training.

Please complete the following sections:

_____ Employee: _____ Full-time _____ Part-time

_____ Volunteer

Primary Position: _____ Volunteer

_____ Teacher/Staff

Primary Program: *Select the one that most closely fits the position being filled by volunteer or employee.*

CHURCH

- _____ Children liturgy
- _____ Housekeeping
- _____ Liturgical minister
- _____ Ministry to Homebound
- _____ Money counter
- _____ Music ministry
- _____ Sacramental Preparation
- _____ Saint Vincent De Paul
- _____ Seminarian
- _____ Special Programs
- _____ Staff
- _____ Special Programs

SCHOOL

- _____ Afterschool
- _____ Administration
- _____ Development
- _____ Facilities
- _____ Interns/Temps
- _____ Parent volunteer
- _____ Teacher
- _____ Staff
- _____ Spanish
- _____ Substitute Teacher
- _____ Spanish
- _____ Teacher

_____ **Church or School: Other:**
Specify:



Holy Redeemer Catholic School Volunteer Information

Archdiocesan CASE Requirements

New Volunteer:

_____ Complete the Background Check Form

_____ Pay the \$15 Background Check Renew Fee (payable on the website or via check to Holy Redeemer Catholic School)

_____ Sign the "Know Your Policies" Code of Conduct

_____ In-person Training CASE Training

_____ Complete On-Line Training, "Foundations: Preventing Abuse on Youth-Serving Organizations"

Returning Volunteer:

_____ Current Background Check (every 3 years - check with office)

_____ Pay the \$15 Background Check Renewal Fee (payable on the website or via check to Holy Redeemer Catholic School)

_____ Complete On-Line Training, "Foundations: Preventing Abuse on Youth-Serving Organizations"

State of Oregon Requirements ALL Volunteers

Senate Bill 155

_____ Fill out the online form for Senate Bill 155. The form can be found on the school website under Support > Volunteering



Holy Redeemer Catholic School Volunteer Information

Thank you for your interest in volunteering at HRCS. Below you will find the detailed requirements for volunteering at our school. These requirements are set by the Archdiocese and the State of Oregon.

New Volunteers

- Complete background check online. Contact Carie Weisenbach-Folz at: parishsecretary@holyredeemerpdx.org with your legal name and your email address to set up your account for online access. There is a \$15 fee for background checks. Please make your check out to Holy Redeemer Catholic School and submit it to the front office at the school.
- Sign the "Know Your Policies" Code of Conduct online in the Academy system.
- Attend in-person *CASE: Creating a Safe Environment* training. There will be scheduled trainings at Holy Redeemer. . . watch the newsletters and email for the dates. Most importantly, the training must be completed BEFORE you can volunteer in the classroom or with students.
- Take these online training classes "*Foundations: Preventing Abuse on Youth-Serving Organizations*". Follow this link: <https://files.ecatholic.com/12494/documents/2023/7/Foundations.%20Preventing%20Abuse%20on%20Youth-Serving%20Organization.pdf?t=1689702742000> for more information on this required training. Follow this link <https://archdpdx.org/child-protection-victim-assistance> to the Archdiocesan Child Protection webpage.

Returning Volunteers:

- Current background check (every 3 years). There is a \$15 fee for background re-checks. Please make your check out to Holy Redeemer Catholic School and submit it to the front office at the school.
- Complete annual online training: this year, the training is on "*Foundations: Preventing Abuse on Youth-Serving Organizations*" Follow this link: <https://files.ecatholic.com/12494/documents/2023/7/Foundations.%20Preventing%20Abuse%20on%20Youth-Serving%20Organization.pdf?t=1689702742000> for more information on this required training. Follow this link <https://archdpdx.org/child-protection-victim-assistance> to the Archdiocesan Child Protection webpage.
- If you are unable to log into your Academy training account, contact Carie Weisenbach-Folz at parishsecretary@holyredeemerpdx.org to re-activate your account. (Many volunteers were inactivated last year because required training was not completed)
- If you are a CYO coach and want to volunteer, please reach out to Carie Weisenbach-Folz at: parishsecretary@holyredeemerpdx.org to have your CASE training information transferred.

ALL Volunteers . . . NEW This Year

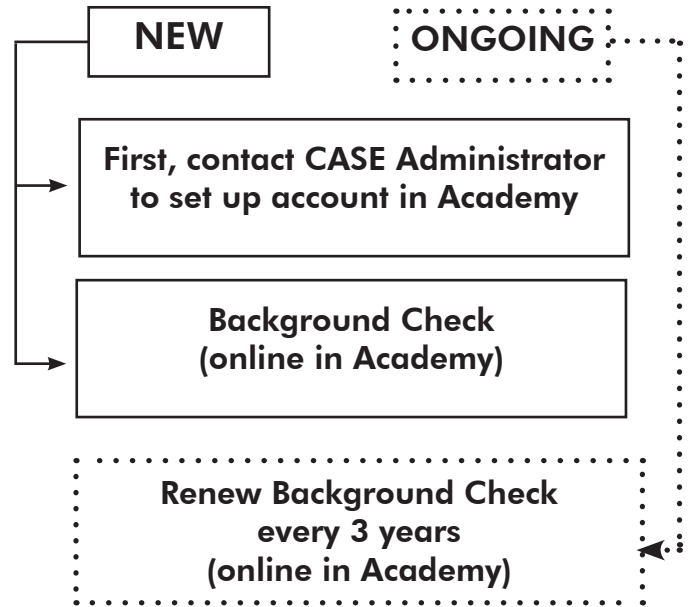
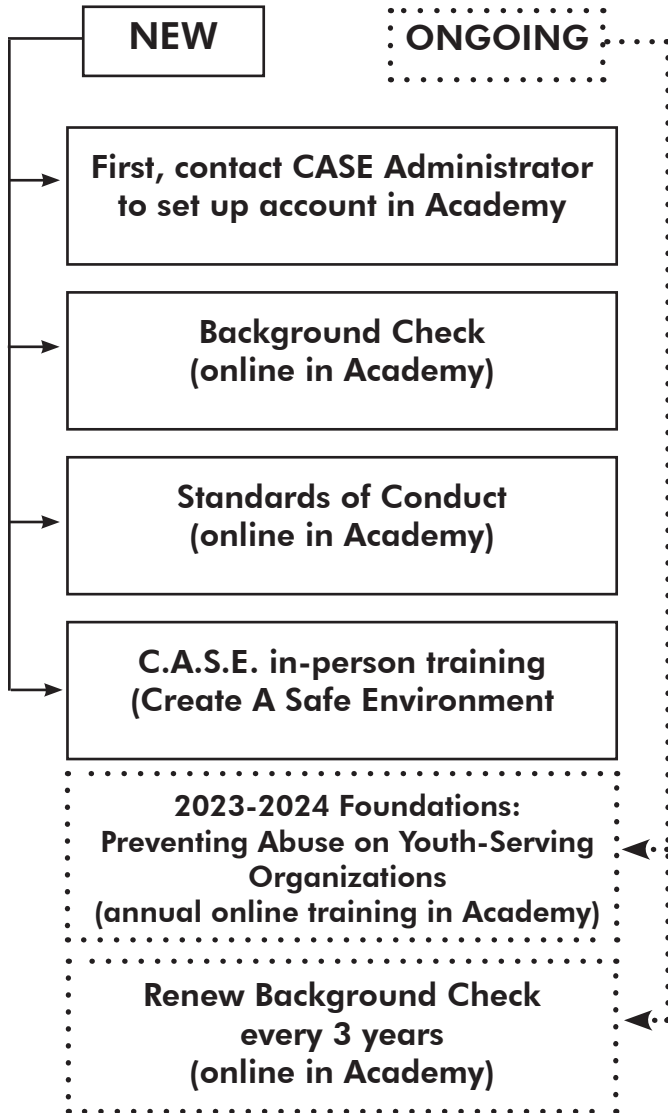
- SB (Senate Bill) 155 requires all schools, both public and private, to submit the names of any volunteers to TSPC (for licensed teachers) or the Oregon Department of Education to verify that there is not an ongoing investigation or a substantiated report of sexual misconduct.
- Anyone wishing to volunteer at the school with children must fill out this form <https://forms.gle/sbZ5nqfdw9YjJRB19>, provide their legal name, date of birth, and last 4 digits of their social security number. This must be provided BEFORE you can volunteer in the classroom or with students.

HOLY REDEEMER 2023-2024 REQUIRED SAFE ENVIRONMENT TRAINING

<p>Employees & Volunteers</p> <p>ALL EMPLOYEES of the Church & School</p>	<p>Volunteers</p> <p>ALL VOLUNTEERS who work with minors</p>
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Money Counters

(at the Church)



Follow these instructions to log into Academy, our online training system:

1. Click <https://www.praesidiumacademy.com/learn>
2. Click on Forgot your password?
3. Enter in the email address associated with your Academy account.
4. Click the blue Reset Password button.
5. Check your email.

Note: Please be sure to check your Junk/SPAM folders as well The email will come from donotreply@praesidiuminc.com

7. Click the link inside of your email to set a new password for your Academy account.
8. Log into Academy with your username (email) and new password.