



VOLUNTEER APPLICATION

THANK YOU for applying to
Volunteer at Incarnate Word Academy



Please complete the following steps:

Process for Volunteers who HAVE a Valid CMSE Completion Card (Creating and Maintaining a Safe Environment)	Process for Volunteers who DO NOT HAVE a Valid CMSE Completion Card (Creating and Maintaining a Safe Environment)
	
<ol style="list-style-type: none"> 1. Complete & Submit a Volunteer application packet. The application must include the applicant's correct name, last four digits of the social security number, and a physical address. 2. Sign & Complete the Criminal Background Authorization and Criminal Background Validation Forms (these forms are located within the application packet) 3. Submit a copy of valid drivers' license. 4. Submit a copy of valid Blue CMSE Completion Card. 5. Turn completed forms in to the secretary of the school where most of your volunteering will occur. 6. The campus will run a national background check within five days of receiving all required documents. 7. Secretaries and administrators will receive an updated ledger with all individuals who are cleared for volunteering on campus. 	<ol style="list-style-type: none"> 1. Complete & Submit a Volunteer application packet. The application must include the applicant's correct name, last four digits of the social security number, and a physical address. 2. Sign & Complete the Criminal Background Authorization and Criminal Background Validation Forms (these forms are located within the application packet) 3. Submit a copy of valid drivers' license. 4. Turn completed forms in to the secretary of the school where most of your volunteering will occur. 5. The campus will run a national background check within five days of receiving all required documents. 6. Register for the next on campus CMSE training. You will not receive the completion card at the end of the training. It will be mailed to the Diocesan office prior to releasing the card to you.

Excerpt from the Charter for the Protection of Children and Young People

ARTICLE 12. Dioceses/eparchies are to maintain "safe environment" programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.



SINCE 1871

2920 SOUTH ALAMEDA • CORPUS CHRISTI, TEXAS 78404

APPLICATION FOR VOLUNTEERS

PRINT OR TYPE ONLY

PERSONAL INFORMATION	Last Name	First Name	Middle Name	Telephone #	Last four digits of your Social Security #	
	Street Address			City, State & Zip		Are you over 18 years of age? Yes No
	Email address:			Driver's License #		Gender Male Female
	List student(s) on whose behalf you are volunteering along with their grade level and your relationship to the student(s): <i>ex: Jane Doe, grade 8, aunt</i>			At which school level will you be performing volunteering? (Circle all that apply)		
	_____ _____ _____			High School Middle Level Advancement Office Elementary Level Montessori		
	Have you ever volunteered at Incarnate Word Academy before? _____ Yes _____ No If yes: Month & Year: _____ What campus level? _____			What volunteer role(s) will you perform at IWA? <i>Ex: athletic event volunteer, tutor, Book Fair volunteer, Fall Night volunteer, chaperone, etc.</i> _____ _____		
Emergency Contact: (Please print) Name _____ Address _____ Relationship _____ Telephone _____			Creating and Maintaining a Safe Environment Training Information Have you completed a CMSE training in the past? ___Yes ___No If so, what date was the last training completed? _____ Expiration date on the blue completion card _____ Where did you complete the most recent training? _____ _____ Have you submitted a volunteer application packet, a copy of your driver's license and a copy of the completion card to the I.W.A. campus coordinator prior to today? ___Yes ___No			

Volunteer Experience

Organization	Dates	Contact	Telephone#	Duties

This Section is to be Completed by IWA Central Office Upon Receiving Volunteer Application:

New Campus Volunteer

- Documents completed: Background check, Code of Conduct form, Copy of the Driver's license and Copy of the CMSE Certification
Verified by: _____ Date: _____

Returning Volunteer

- Criminal Background run on: _____ CMSE certification is current and expires on _____
- CMSE certification has expired. Verified by _____ Date _____

Files will be maintained in a locked cabinet or drawer with limited access to honor the confidentiality and safety of sensitive information.

Excerpt from the **Charter for the Protection of Children and Young People**

ARTICLE 12. Dioceses/eparchies are to maintain "safe environment" programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

INCARNATE WORD ACADEMY
Criminal Background Check Validation

I, _____, understand that the validation of my volunteer agreement with Incarnate Word Academy is contingent upon the successful completion of the check of my Criminal History Record Information from the Department of Public Safety, the Texas Department of Criminal Justice, the Federal Bureau of Investigation identification division, or any other law enforcement agency. Successful completion of the check is the final judgment of Incarnate Word Academy. No information from the criminal history check other than clearance to validate volunteerism or non-clearance will be communicated by the President to anyone. If, after the criminal history information check, the President communicates a judgment of non-clearance, any and all relationships between the school and the volunteer will be terminated immediately. By my signature, I acknowledge my understanding of and agreement with all of the above.

VOLUNTEER

Date

IWA use only:

Circle one: CLEARANCE NON-CLEARANCE

President's Signature: _____ DATE: _____

*Excerpt from the **Charter for the Protection of Children and Young People***
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