

# ST BRENDAN SCHOOL AND PARISH 2025-2026

## Volunteer Information Form

(Please print clearly and fill out one form per individual.)

Any adult and/or teen (under 18) who volunteers must fill out the information requested below for our records and return to the Parish Office (Volunteer Coordinator) [administration@stbrendans.net](mailto:administration@stbrendans.net), School Office, or chairperson of your ministry. (If your ministry does not work directly with children, you may skip that section below)

Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Check one: Male Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

If you are a Teen Volunteer, Grade: \_\_\_\_\_ list parent name: \_\_\_\_\_

Parent emergency phone number: \_\_\_\_\_

**Volunteering in a ministry involving children?** (If yes, fill out next 8 questions) Yes \_\_\_\_\_ No \_\_\_\_\_

I have attended a **Protecting God's Children Workshop** Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

I have a **fingerprint result** on file in the parish office Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

(Note: Background check must comply with the Diocese of Columbus requirements available at <https://columbuscatholic.org/safe>)

I have a **volunteer badge** Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** AT ANY TIME, YOU MIGHT BE REQUIRED TO PROVIDE A SET OF FINGERPRINT IMPRESSIONS AND A CRIMINAL RECORDS CHECK MIGHT BE CONDUCTED WITH RESPECT TO YOU (ORC 109.575)

### Legal Issues

- 1) Have you been convicted of child neglect or abuse of any kind, or a felony Yes \_\_\_\_\_ No \_\_\_\_\_
- 2) Will you be driving youth to/from any activity in relation to the school/church? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3) Has your driver's license ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4) Have you ever been on probation? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain any "Yes" answers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Personal Physician (optional): \_\_\_\_\_ Phone \_\_\_\_\_

### List the ministries or parish organizations that you are currently volunteering for:

Ministry:	Ministry:
Ministry:	Ministry:
Ministry:	Ministry:
Ministry:	Ministry:

# St Brendan the Navigator

## Code of Conduct for Volunteers

Below is the Code of Conduct for all St Brendan volunteers and it is a requirement that each person comply with this code. Please read this Code of Conduct and sign at the bottom that you understand the contents of this Code and will follow these guidelines. Thank you.

### CODE OF CONDUCT

Our children are the most important gifts God has entrusted to us. As a volunteer at St Brendan, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youths at St Brendan the Navigator Parish and School.

#### As a volunteer I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Recognize the dignity of each person and refrain from behaviors or words that are disrespectful.
- Exercise responsible stewardship of resources.
- Serve the faith community, carrying out duties conscientiously, zealously, and diligently.
- Respect confidentiality.
- Avoid situations where I am alone with children and/or youths at parish or school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and youths.
- Refuse to accept expensive gifts from children or youths or their parents without the pastor's prior written approval.
- Refrain from giving expensive gifts to children or youths without prior written approval from the pastor and the parents or guardian.
- Be aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.
- **Immediately** report any suspected case of child abuse and/or neglect. Report suspected abuse to our Pastor, Fr Sean Dooley at 614-876-1272 ext. 223 and to Child Protection Services. In the State of Ohio, reports of child abuse/neglect are made to the Department of Job and Family Services/Public Children Services at 614-229-7000. In addition, the incident must also be reported to the Diocesan Victims' Assistance Coordinator, Laura J. Lewis at 866-448-0217 or [helpisavailable@columbuscatholic.org](mailto:helpisavailable@columbuscatholic.org). *I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.*
- Cooperate fully in any investigation of abuse of children and/or youth.

#### As a volunteer, I will NOT:

- Smoke or use tobacco products in the presence of children and/or youths.
- Use, possess, or be under the influence of alcohol at any time while working on the St Brendan campus.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youths (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youths.
- Humiliate, ridicule, threaten, or degrade children and/or youths.
- Touch a child and/or youths in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youths.
- Use profanity in the presence of children and/or youths.

### SAFE ENVIRONMENT PROGRAM

St Brendan fully participates in the Diocesan Safe Environment Program which requires background checks (BCI&I and/or FBI) and training through the Protecting God's Children Class for all those with care and custody of children and youths. All those obtaining access devices will be asked to review and sign the Code of Conduct that supports the Safe Environment Program whether or not they are in a capacity to have the care and custody of children and youths.

Individuals who have completed the Safe Environment Program requirements will have a photo badge generated at the Parish Office and this badge must be worn while volunteering on campus.

I understand that as a St Brendan volunteer, I am subject to the requirements of the Safe Environment Program. I also understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result that a volunteer may be prohibited from volunteering for the parish or school in any capacity.

**By signing this form, I attest that I have read and understand the Code of Conduct and will follow the guidelines.**

---

Print Name

---

Signature

---

Date