

# Safeguarding All of God's Family

## *Certification is Required for Volunteer Participation with Youth*

Protecting your children at St. Mary Parish School is our priority. As such, our parish and school will continue our efforts to be in compliance with the directives from the Archdiocese of Milwaukee's Safeguarding All of God's Family program. The goal of the program is to protect our children and all in the church family from sexual abuse and related dangers.

We value our parent volunteers and want your continued participation in all that we do. Without your dedication to our school community, many of our programs would cease to exist. Please consider continuing your commitment to our school community and join us in keeping our children safe!

Please plan in advance. Completion of all requirements can take as much as a month. Due to the volume of requests and the need to ensure that documentation is accurate for all volunteers, it is important that you personally follow-up with St. Mary personnel to update them on where you are at in the process.

**Until you receive confirmation of certification from St. Mary personnel, you have not been cleared to volunteer.**

### NEW VOLUNTEERS

If you are a new volunteer, you will need to create an online account and register for live training. Go to [www.stmaryhc.org/GetSEECertified](http://www.stmaryhc.org/GetSEECertified). In the second column, click *Get Certified* to be directed to the Archdiocese registration page. Scroll halfway down the page, click *Register* and follow the prompts to create an online account, register for a live training session, complete the Code of Ethical Standards and Mandatory reporting module, and consent and submit for a background check. Notify the school office after you have attended the live training session.

### St. Mary will be hosting two live training sessions this fall:

The Archdiocese of Milwaukee is updating their program. Training for the new program will take place at the end of August. So that we are providing the most current content, we will schedule our fall sessions following the new training. Please check the website after September 1<sup>st</sup> for dates offered at St. Mary and/or feel free to register sooner at another site.

### UNCONFIRMED VOLUNTEERS

If you think you are already certified and/or know that you have previously completed live training, but have not yet confirmed this with St. Mary personnel, please complete the information below so we can verify your certification status and/or provide additional instruction.

### PREVIOUSLY CERTIFIED VOLUNTEERS *(Important information regarding the 2017/2018 school year.)*

All volunteers must confirm certification status for each new school year. Although live training need only be done once, we are required to process a current background check every five years. All previous certifications were only verified through June of 2017, or earlier. If you would like to be involved this year, please complete the information below and return to the school office.

---

We take the safety of our entire community seriously and appreciate your support and cooperation in joining our efforts!

Check One:    New Volunteer    Verify Certification    Uncertain   \_\_\_\_\_

PLEASE PRINT

Full (Legal) First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_ Teacher(s) to Notify: \_\_\_\_\_

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

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

*(Over to Submit Additional Names)*

**Adult #2**

Check One:  New Volunteer  Verify Certification  Uncertain \_\_\_\_\_

PLEASE PRINT

Full (Legal) First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_ Teacher(s) to Notify: \_\_\_\_\_

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

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

**Adult #3**

Check One:  New Volunteer  Verify Certification  Uncertain \_\_\_\_\_

PLEASE PRINT

Full (Legal) First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_ Teacher(s) to Notify: \_\_\_\_\_

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

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

**Adult #4**

Check One:  New Volunteer  Verify Certification  Uncertain \_\_\_\_\_

PLEASE PRINT

Full (Legal) First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_ Teacher(s) to Notify: \_\_\_\_\_

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

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