

## St. Raphael Church- Santa Barbara Volunteer Packet

Please fill in **completely**. Information will be kept confidential and is for purposes of record keeping in compliance with safe environment guidelines set by the Archdiocese of Los Angeles.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

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

Emergency Contact Name: \_\_\_\_\_

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

Emergency Contact Phone: \_\_\_\_\_

Volunteer Areas/Ministries (list all):

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**All those who volunteer in and on behalf of the parish need to complete a Volunteer Orientation, which consists of the following:**

1. Complete and sign appropriate forms
2. Have photo taken & on record. Receive Photo ID badge to be worn at all times while ministering and volunteering on or off campus.
3. Complete fingerprinting process through the Archdiocese of Los Angeles
4. Complete & stay current with Virtus Training
5. Maintain volunteer profile by updating forms and personal data as necessary and staying current with trainings, etc.

## VOLUNTEER AGREEMENT

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_ [street] \_\_\_\_\_ [city, state, zip code]

Phone: \_\_\_\_\_ [home] \_\_\_\_\_ [cell] \_\_\_\_\_ [email]

Parish/School: St. Raphael Church City: \_\_\_\_\_

Activity: \_\_\_\_\_ Date(s) of Activity: 7/1/18 - 6/30/19

- I wish to participate as a volunteer in the activity described above. Check the applicable category below.
  - I am not an employee of the parish/school. I understand and agree that I will not be paid for my volunteer service. I have not been promised and do not expect any compensation in any form.
  - I am a parent/guardian of a student who is enrolled at the school. I understand that I am expected to provide service hours to the school. I understand and agree that I will not be paid for my service hours and that I have not been promised and am not entitled to any other kind of compensation for my services.
  - I am an employee of the parish/school. I choose to participate in this activity; this is not a result of any suggestion or direction from the parish/school. My volunteer service is not related to the work I ordinarily do for the parish/school. I will not be paid for volunteering and am not entitled to any other kind of compensation.
- I understand that I can be reimbursed for reasonable expenses I may have in carrying out my volunteer activity, provided that those expenses have been approved ahead of time by the person in charge of the activity.
- I agree that I shall act only at the direction of the person in charge of the activity in which I participate, and that my duties and responsibilities are limited to those duties and responsibilities that I am given by the person in charge. Except if I am given permission by the person in charge, I may not represent to anyone that I am acting on behalf of the parish/school or that I represent the parish/school.
- I understand that the volunteer activity may involve physical activity such as:  
\_\_\_\_\_
- I am physically and mentally able to perform the volunteer activity. If I have any limitations, I promise to inform the person in charge. I agree to assume any risks that may arise from my participation in the volunteer activity. I understand and agree that if I am injured, I am not covered by workers' compensation insurance.
- I agree to abide by the policies and procedures of the Archdiocese and the parish/school in order to provide a caring, safe, educational, and charitable environment for all who give and receive services. I will keep confidential any personal, private information I may acquire, especially information about students, families and parish/school personnel.
- I agree that my work and I may be photographed, filmed, taped or recorded while performing my volunteer service. I understand and agree that I will not be paid or receive any other kind of compensation for the reproduction of my image, voice or work.

I have received, read and understood this Volunteer Agreement. If I have any questions about this Agreement or any of the parish/school policies and procedures, I can ask the person in charge.

VOLUNTEER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**ARCHDIOCESE OF LOS ANGELES  
ADULT CONSENT AND RELEASE FORM**

St. Raphael Church  
5444 Hollister Ave.

**SPONSORING LOCATION:** Santa Barbara, CA 93111

Name of Location

Address

**ACTIVITY:** \_\_\_\_\_

**DATE(S) OF ACTIVITY:** 7/1/18 - 8/30/19

**PLACE OF ACTIVITY:** St. Raphael Church

**RELEASE OF LIABILITY:** I, the undersigned, in consideration of my participation in the Activity described above and any related activities (the "Activity"), wherever the Activity may occur, freely assume for myself and on behalf of my heirs, executors, administrators and next of kin, all risks incidental to such participation and hereby release, covenant not to sue, and forever discharge the Location, The Roman Catholic Archbishop of Los Angeles, a corporation sole, the Archdiocese of Los Angeles Education & Welfare Corporation and their employees, agents, volunteers and representatives ("Released Parties") of and from all liabilities, claims, actions, damages, costs and expenses of any nature arising out of, related to, or in any way connected with my participation in the Activity and/or any such related and associated activities, and further agree to defend, indemnify and hold each of the Released Parties harmless from and against any and all such liabilities, claims, actions, damages, costs and expenses including reasonable attorneys' and expert's fees and costs. I understand that this Release includes any claims based on the negligence, action or inaction of any of the Released Parties, and covers bodily injury (including, without limitation, death), property damage, and loss by theft or otherwise suffered by me either before, during or after participation in the Activity.

**HEALTH INFORMATION:** I declare that I am physically fit and physically and emotionally capable of taking part in the Activity and/or any such related and associated activities. I have no known medical needs, allergies or dietary restrictions except as follows: \_\_\_\_\_

In case of emergency, I authorize medical treatment for me, at my cost, if the need arises.

**AUTHORIZATION AND RELEASE TO USE LIKENESS:** I further grant the Released Parties the right to photograph and/or videotape me and further to display, use and/or otherwise exploit my name, face, likeness, voice, and appearance forever and throughout the world, in all media, whether now known or hereafter devised (including, without limitation, in online web casts, television, motion pictures, films, newspapers, and magazines) and in all forms including, without limitation, digitized images, whether for advertising, publicity, or promotional purposes, including, without limitation, publication of Activity results and standings, without compensation, reservation or limitation.

Yes  No

**MISCELLANEOUS:** This Release shall be governed by the laws of the State of California, and any legal action related to or arising out of the subject matter herein shall be commenced exclusively in the Superior Court in and for Los Angeles County, California. I certify I am eighteen (18) years of age or older. If any provision of this Release shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Release and shall not affect the validity and enforceability of any remaining provisions.

**I HAVE READ, UNDERSTOOD AND ACCEPT THE CONDITIONS OF THIS CONSENT AND RELEASE:**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Printed Name: \_\_\_\_\_

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

Telephone/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name and Number: \_\_\_\_\_

**ARCHDIOCESE OF LOS ANGELES GUIDELINES FOR  
ADULTS INTERACTING WITH MINORS AT PARISH OR  
PARISH SCHOOL ACTIVITIES OR EVENTS Revised 2/2015**

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the "Acknowledgement of Receipt" for the file at the parish or school where you work or volunteer.

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure," which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.



**ACKNOWLEDGMENT OF RECEIPT  
OF  
GUIDELINES FOR ADULTS INTERACTING WITH MINORS  
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

Revised 8/2007 -1/27/10 -Revised 6/8/2010 - Revised 2/2015

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are also accountable to follow all policies contained in any other ‘Handbooks’ that the parish/school may use’ (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.).** All adults acting in a staff, faculty, ministerial or other paid or volunteer \* position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

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Name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_

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