



Roman Catholic Diocese of Syracuse

Our Lady of Lourdes Hospitality North American Volunteers Safe Environment Verification Form

The diocesan office of Safe Environment is responsible to ensure that all adults (age 18 and over) who minister to our children, youth and vulnerable adults have completed Safe Environment training and passed a criminal background check per the *Diocese of Syracuse Child and Youth Protection Policy*.

Any adult who currently lives in another diocese and would like to volunteer for North American Volunteers must complete the *Office of Safe Environment Chaperone/Volunteer Verification Form* and submit to the Diocese of Syracuse Safe Environment office **thirty (30) days** before departure. The form is attached.

If you have completed Safe Environment Training with Background Check:

1. Please **complete Part A** of the form. Present this to the coordinator of your home diocesan Safe Environment Program. **The director of Safe Environment or their designee will complete Part B.**
2. Mail, scan or fax the completed form to the address at the bottom of this page. **Email is preferred.**

If you have NOT completed Safe Environment Training with Background Check:

1. Please contact your home diocesan Safe Environment Program about scheduling this training and to have a criminal background check conducted. Training information will be available on your diocesan website. Register for training and background check as soon as possible.
2. **You complete Part A** of the form. Upon completion of the training, present the form to the coordinator of your home diocesan Safe Environment Program. **The director of Safe Environment or their designee will complete Part B.**
3. Mail, scan or fax the completed form to the address at the bottom of this page. **Email is preferred.**

The Coordinator of the Office of Safe Environment for the Diocese of Syracuse will then confirm Safe Environment training attendance and a passed criminal background check by **signing Part C**. Both the volunteer and the North American Volunteers office will be informed once the volunteer is cleared to travel to Lourdes.

If a criminal background check cannot be processed through the home diocese, please contact the Office of Safe Environment in the Diocese of Syracuse for assistance at 315.470.1421.

The Office of Safe Environment reserves the right to refuse clearance for any individual that does not complete the necessary paperwork and/or agree to a criminal background check.

**Our Lady of Lourdes Hospitality
North American Volunteers
107 Michaels Avenue
Syracuse, NY 13208
Phone: 315-476-0026
Fax: 315-362-1404
Email: courtney@lourdesvolunteers.org**



Roman Catholic Diocese of Syracuse
Office of Safe Environment
Chaperone/Volunteer Verification Form

To be completed by the chaperone/volunteer: *(please print clearly)*

Last Name: _____ First Name: _____ MI: _____

Other last name(s) used (if applicable): _____

Date of Birth: ____ / ____ / ____ Last four digits of SS#: ____ ____ ____ ____

Address: _____

City: _____ State: ____ Zip: _____

Home telephone: (____) _____ Cell phone: (____) _____

Email: _____

Home parish: _____ City: _____

Pilgrimage: ***Our Lady of Lourdes Hospitality, North American Volunteers, Lourdes, France***

Dates of pilgrimage: ____ / ____ / ____ - ____ / ____ / ____

I understand that as a volunteer for *Our Lady of Lourdes Hospitality, North American Volunteers*, I will adhere to the Diocese of Syracuse Child and Youth Protection Policy and the Code of Conduct at all times. I understand that any action inconsistent with the diocesan policy, the Code of Conduct or failure to take action mandated by both documents may result in losing the privilege of volunteering with children/youth/vulnerable adults in the Diocese of Syracuse with *Our Lady of Lourdes Hospitality, North American Volunteers*.

Signature: _____ Date: ____ / ____ / ____

To be completed by the Director of Safe Environment or designee's home diocese:

As the diocesan representative of the Office of Safe Environment for the (Arch) Diocese of _____, I attest that I am unaware of anything in the fore-mentioned chaperone/volunteer's background which would render him/her unsuitable, limit or disqualify him/her from working with children, youth and/or vulnerable adults in accordance with the policies of our (Arch) Diocese.

Last Safe Environment training date: _____ Date of last criminal background check: _____

Name of person is completing this form: _____

Title: _____ Telephone number: (____) _____

Email: _____

Signature: _____ Date: ____ / ____ / ____

To be completed by the Diocese of Syracuse Director of Safe Environment or designee:

The fore-mentioned chaperone/volunteer is approved to work with children, youth and/or vulnerable adults within the Diocese of Syracuse.

Signature: _____ Date: ____ / ____ / ____

Joelle Zarnowski, Safe Environment Program Coordinator