

# VOLUNTEERS WANTED!!!!

We would like to take this opportunity to welcome and encourage all school parents, grandparents, and parishioners to volunteer in our school.

We realize that some people are not aware that there are areas where we can use volunteer assistance. Therefore, we have listed below several jobs in which we can *always* use volunteer's assistance. If you are willing to help us out, please fill out this form (front and back) and return it to the school office and someone will contact you. Thank you in advance!

Per Archdiocese Policy all volunteers are required to have a Criminal Background Check and to attend Safe Environment Workshop.

*\*Our Kindergarten/1<sup>st</sup> Grade classroom is especially in need of volunteers*

***I would like to volunteer to do the following:***

\_\_\_\_\_ Classroom Helpers (assist with bulletin boards, arts/crafts, work with students, etc.)

\_\_\_\_\_ Cafeteria Helpers (assist with serving, greeting, cleaning, etc.)

\_\_\_\_\_ Library Helpers (assist with card catalog and re-shelving books)

\_\_\_\_\_ Office Helpers (as needed)

\_\_\_\_\_ Other, specify \_\_\_\_\_

***How often would you like to volunteer?:***

\_\_\_\_\_ Weekly specify day and time \_\_\_\_\_

\_\_\_\_\_ Monthly

\_\_\_\_\_ Occasionally

Volunteer Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Emergency Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

# Archdiocese of Louisville

*St. Catherine Academy*  
Parish/School/Agency

## Employee/Volunteer Criminal Background Check Authorization

Consistent with Kentucky law and archdiocesan policy, all employees and volunteers who work with children must undergo a criminal background check. Please complete and sign this authorization form, which will be used to obtain a criminal background check.

TYPE OR PRINT CLEARLY

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last First Middle*

Maiden or Alias Names: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Have you ever been convicted, found guilty, entered a plea of no contest, or had adjudication withheld in a criminal offense other than a minor traffic violation?

Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby give my permission for the Archdiocese of Louisville to obtain information relating to my criminal history record. I understand that as long as I remain an employee or volunteer, the criminal background check may be repeated at any time.

Volunteer Position: \_\_\_\_\_

Employment Position: \_\_\_\_\_

I hereby release the Archdiocese of Louisville and its employees from all causes of action, charges, liabilities and claims resulting from the investigation of my background in connection to my employment/volunteer assignment with the Archdiocese of Louisville.

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