

# Volunteer Requirements

## Memorandum & Information Sheet from the Archdiocese of Portland

St. Cecilia, along with every other school and church within the Archdiocese of Portland, follows requirements referred to as Called to Protect. These requirements are set forth by the Archdiocese to ensure that our volunteers and staff are trained and cleared to work in schools, and that our schools and churches remain safe for our kids. Please remember, **EVERYONE has a new requirement EVERY school year**. Please plan ahead and complete your requirements so that you are able to participate when opportunities arise.

### **RETURNING VOLUNTEERS:**

**You have 1 requirement that must be completed this school year. In addition, you must have a current background check on file and have completed the Standards of Conduct (this online module available by following instructions below). You must be up to date before you will be permitted to volunteer.**

17-18 New Requirement: Complete the [Safe Haven Safety Training](#). **\*\*Note: this year, you must return your** certificate of completion to the school in order to be clear to volunteer. (Certificates can be delivered to the front office via email ([officemanager@stceciliaschool.us](mailto:officemanager@stceciliaschool.us)) or in person.)

### **NEW VOLUNTEERS:**

**You have 3 requirements that are necessary before you will be permitted to volunteer.**

1. Complete a [Criminal Background Check](#). Email Mrs. McIntyre that you need a background check
2. Attend a [Called to Protect Training](#). This presentation is available at a number of scheduled times. See the attached document from the Archdiocese, please RSVP to the class of your choice and bring a copy of your completion certificate to the front office.
3. Complete the **Standards of Conduct**. This is done online using the instructions below. You will not have access to your account until about 2-3 weeks after your background check has cleared.
  1. Click [HERE](#) to Login & complete online requirements.
  2. Enter your user name and password.

*Your login is the first letter of your first name, followed by your last name.*  
(Sam Jones has a login of: SJones)

*Your password is your birth month, birth day, followed by OR for Oregon.*  
(September 15 birthday has a password of: 0915OR)
  3. Click Submit
  4. Choose the module entitled **Standards of Conduct**. Read the document and electronically sign the form.

*Please note - you do not need to complete the other modules that are visible upon login.*

During the Called to Protect training, you will watch **TWO** videos - ***Called to Protect for Parents and Families*** and ***Called to Protect for Ministries***. Per Archdiocesan guidelines, as long as you remain current with your background check and yearly online training courses, **you are only required to watch the DVD series one time.**

***Thank you for taking the time to complete your requirements and helping us to maintain a safe environment for our children.***

*For more information, please contact Mrs. McIntyre or Mrs. Cunningham in the office.*