



*Archdiocese of Saint Paul  
and Minneapolis*

OFFICE OF THE ARCHBISHOP  
MOST REVEREND JOHN C. NIENSTEDT

February 7, 2011

Dear Archdiocesan, Parish and School Employees and Volunteers,

Thank you for all you do in service of the Church!

The Archdiocese of Saint Paul and Minneapolis, along with Catholic dioceses across the country, has made a strong commitment to help protect children from sexual abuse.

The United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People (2002 and 2005)* and Archdiocesan policy mandates that all clergy and Archdiocesan, parish and school employees, as well as all volunteers who have contact with minors, attend safe environment training.

Since May 2005, more than 47,500 adults in this Archdiocese have attended VIRTUS: *Protecting God's Children for Adults* safe environment training. Thousands of these three-hour sessions have been held in locations across the Archdiocese to make session attendance as convenient as possible. All upcoming sessions are listed online at [www.virtus.org](http://www.virtus.org).

Parish and school leaders are required to make sure those required to attend VIRTUS do so. I encourage you to attend a VIRTUS session before you anticipate beginning service in a Catholic parish or school.

I pray that we may continue to work together to make our homes, schools and churches safer environments for all God's children.

Cordially yours in Christ,

The Most Reverend John Nienstedt  
Archbishop of Saint Paul and Minneapolis



The Church of the Epiphany  
1900 111<sup>th</sup> Avenue NW \* Coon Rapids MN 55433  
763.755.1020 \* [www.epiphanymn.org](http://www.epiphanymn.org)



Dear Volunteer,

Thank you for your service to the Epiphany Community!

As a part of the Church's commitment to the safety of children, all volunteers who have regular or unsupervised contact with them must meet certain requirements.

These requirements are neither a reflection upon your character nor a statement about the level of trust the parish nor school leadership place in you as a volunteer.

Instead, these requirements are a common-sense means of helping to ensure their safety. We all want to have reasonable assurance that adults who volunteer with children have an acceptable background, understand appropriate boundaries and know what to do should they suspect someone is in danger.

For this reason, all volunteers who have regular or unsupervised contact with children at the parish or school within the Archdiocese must:

1. Undergo a criminal background check through the McDowell Agency which yields satisfactory results;
2. Read and sign the Volunteer's Code of Conduct; and
3. Attend VIRTUS safe environment training.

The Archdiocese is audited annually on its compliance with these requirements, which are mandated by the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*. The Protection of Children and Youth Initiative (PCYI) in the Archdiocese of Saint Paul and Minneapolis is responsible for overseeing compliance with *Charter* requirements at parishes and schools within the Archdiocese.

If you have questions about the Charter requirements or want to find resources for protecting children, please visit the PCYI website at <http://www.archspm.org/departments/pcyi/index.php>



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Dear Volunteer,

Below is a list of forms and policies that you are responsible for reading and signing. The background checks are processed through McDowell Agency.

- Welcome letter for volunteers
- Harassment Prevention Policy (**retain for your files**)
- Alcohol Policy (**retain for your files**)
- Volunteer Code of Conduct
- Volunteer Questionnaire & Release
- Informed consent – the completion of this form gives Epiphany the right to process your background check with McDowell and the State of MN.
- MN Statutes 13.04 (Tennessee Warning) informs volunteers of their rights to review their background information
- A Summary of Your Rights Under the Fair Credit Reporting Act (**retain for your files**)
- Consumer Report/Investigative Consumer Report-gives Epiphany permission to access information and gives you the information to obtain a copy of the background report.
- Pre Service Screening & Release for Volunteers. **Note-Epiphany does not do credit checks or Driver's License reports unless you count money or drive in your volunteer position. Do not initial those areas unless you count money or drive for Epiphany.** Your SS# is needed in order to obtain a background check.

Any questions about the background check forms, please call Jean at 763 862-4364.

## **Harassment Prevention Policy for Staff and Volunteers**

It is the policy of The Church of the Epiphany to maintain an environment based on respect and courtesy. This policy is in effect at all Epiphany properties and at all functions being held on those properties. The Church of the Epiphany does not tolerate harassment of any kind of our youth members, adult volunteers, employees, members of the public, or suppliers. Any form of harassment that violates federal, state or local law is a violation of this policy and will be treated as a disciplinary matter. This includes but is not limited to harassment related to an individual's race, religion, creed, color, sex, gender, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, physical or emotional disability, or status with regard to public assistance.

For these purposes the term "harassment" includes slurs and any other offensive remarks, jokes, and other verbal, graphic, or physical conduct that denigrates or shows hostility or aversion to an individual because of any of these characteristics and that has the purpose or effect of creating an intimidating, hostile or offensive environment or of unreasonably interfering with an individual's employment. One type of harassment prohibited by this policy is sexual harassment, which includes unwelcome advances, requests for sexual favors and other offensive verbal or physical conduct.

### **Complaint Procedure:**

If you believe you have been harassed or you are aware of harassment of someone else which affects your ability to perform your duties in any way, you are responsible for reporting it immediately to your coordinator, the Parish Administrator, Human Resource Generalist, or whoever you believe is appropriate. If feasible, you should tell the person who harassed you what action you consider to be harassment and that it should permanently stop. An accusation of harassment will be investigated quickly and firmly, and in connection with legal counsel or other appropriate investigator. A substantiated violation of this policy will result in disciplinary action up to and including termination. Reporting harassment will not result in any form of retaliation.

## **The Church of the Epiphany**

### **Alcohol Policy for Volunteers and Guests**

The church allows limited use of alcohol at church and member-sponsored events on its grounds. With its use comes the expectation that all participants will conduct themselves in ways that preserve the goals, image, dignity and beauty of the church, and assure the personal comfort and safety of other participants and the public. It is the primary responsibility of users, not the church, to supervise the use of alcoholic beverages in accordance with this policy.

Epiphany guidelines will direct the responsible use of alcoholic beverages at parish functions within the life of The Church of the Epiphany, as well non-parish functions held on parish grounds. Church guidelines are provided to serve the following purposes:

1. Promote Christian and social responsibility in the incidental use of alcoholic beverages;
2. To assure compliance with all applicable laws and regulations;
3. To assure that Epiphany is adequately protected under existing liability insurance policies

Guidelines directing alcohol use as it pertains to volunteers and guests:

1. Individuals are not permitted to carry (or bring) alcohol on church premises except under direction from the sponsoring committee or group. An authorized representative of the church may direct any participant who brings alcohol on the premises (other than as allowed by this policy) to leave the church grounds.
2. If alcohol is furnished, at least two volunteer servers must be designated to staff an alcohol table for the duration of the event. Alcohol shall not be served to or by minors. No one under 21 may handle any containers that has alcohol on it, or has contained alcohol. Persons under 21 who are serving or cleaning up shall not handle glasses or other containers of alcohol left on tables.
3. Consumption of alcohol should be modest and consistent with the spirit of Christian ideals and social responsibility. Immoderate or intemperate use is not condoned as acceptable behavior, or in accordance with the principals of Christian life. An authorized representative of the church or the designated supervising adult for the event maintains the right to refuse alcohol to any individual seemingly showing immoderate or intemperate use. We reserve the right to ask that individual to leave the premise and/or event in such case.
4. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease.
5. Alcohol use at parish events by volunteers is permitted but at a very modest level. **Under no circumstances shall a volunteer be consuming alcohol while in direct performance of his/her volunteer duty** (i.e., preparing or serving food, working a booth, leading a group, etc...). Alcohol use is permitted only a breaks or “down time” separate from the task they are assigned. Under no circumstances shall volunteers consume alcohol at another establishment (or provider) and then return to their volunteer shift.

## **Volunteer's Code of Conduct**

### **For Volunteers at The Church of the Epiphany**

As a volunteer, I promise to follow the rules and guidelines in the Volunteer's Code of Conduct and the Epiphany Alcohol Policy for Volunteers and Guests as a condition of my providing services to the children, youth and/or vulnerable adults of The Church of the Epiphany.

As a volunteer, I will:

- Treat everyone I serve with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth, or vulnerable adults.
- Maintain confidentiality in all matters related to normal parish business.
- Comply with the mandatory reporting regulations of the State of Minnesota and with the Archdiocesan sexual abuse policies to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children, youth, or vulnerable adults.

As a volunteer, I will not:

- Touch or speak to a child, youth or vulnerable adult in a sexual or other inappropriate manner.
- Strike, spank, shake or slap children, youth, or vulnerable adults.
- Humiliate, ridicule, threaten, or degrade children, youth, or vulnerable adults.
- Accept or give gifts to children, youth, or vulnerable adults without the knowledge of their parents or guardians.
- Smoke or use tobacco products while engaging in volunteer activities with children, youth or vulnerable adults.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering. (Please read the specific points from the Epiphany Alcohol Policy for Volunteers and Guests on the previous page)
- Use, possess, or show pornographic materials to children, youth, or vulnerable adults at any time while volunteering.
- Use profanity in the presence of children, youth, or vulnerable adults.

I understand that as a volunteer working with children, youth, and/or vulnerable adults, I am subject to a thorough background check including a criminal history.

My signature confirms that I have read this Code of Conduct, as well as the Epiphany Alcohol Policy for Volunteers and Guests, and that as a volunteer ministering to children, youth, and/or vulnerable adults I agree to follow these standards. I understand that any action inconsistent with these policies or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children, youth, and/or vulnerable adults

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Volunteer's Printed Name

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Volunteer's Signature

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Date





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**123B.03 and the Minnesota Predatory Offender Registry**  
**INFORMED CONSENT**

The following named individual has made application for employment or volunteer service with an organization, *Epiphany Church/Epiphany School*, which utilizes The McDowell Agency to run criminal background checks

**Last Name of Applicant** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Middle** (full) (please print): \_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex** (M or F): \_\_\_\_\_  
 Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to *Epiphany Church/Epiphany School* pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to *Epiphany Church/Epiphany School* any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and the *Epiphany Church/Epiphany School* from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



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**WARNING PURSUANT TO MINNESOTA STATUTES  
 §13.04, SUBD. 2 (TENNESSEN WARNING)**

In accordance with the Minnesota Government Data Practices Act, an individual asked to supply private or confidential data concerning the individual must be informed of the individual's rights as they pertain to the private or confidential information to be collected from the individual. Private data is that information which is available to you, but not to the public.

The information collected from you, or from other agencies or individuals authorized by you, is used to determine whether to hire you or otherwise allow you to provide a service to us.

You are not required to provide this information; however, under Minnesota Statutes Section 123B.03, or Section 299C.62 or the Procedures for Employee Background Checks or Volunteer Background Checks developed by the Archdiocese of Saint Paul and Minneapolis, if you do not supply the required information, you will not be considered for employment, your employment may be terminated based on the result of the background check or you may not be allowed to provide a service to us.

The use of the private data collected is limited to that necessary for the administration and management of our hiring process or our volunteer programs. Persons or agencies with whom this information may be shared include:

1. Human resources personnel;
2. Administration employees;
3. Officers, directors or department heads;
4. Archdiocesan officials.

Unless otherwise authorized by State Statute or Federal Law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the background check report or other private data maintained on you.
2. The right to be informed as to the content and meaning of that data.
3. The right to contest the accuracy and completeness of that data.

I have read and understand the above information regarding my rights as a subject of government data.

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

\_\_\_\_\_  
 Signature of Applicant

## A Summary of Your Rights Under the Fair Credit Reporting Act

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.
  - In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can

call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

Type of Business:	Contact
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation ,Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

## Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

I authorize *Epiphany Church & Epiphany School* and **The McDowell Agency, Inc.**, a consumer-reporting agency, to retrieve information from all personnel, education institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, or county level, relating to my past activities; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission.

I understand a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required, and I should direct my request to: **The McDowell Agency, Inc., 1714 University Avenue West, St. Paul, MN 55104. Phone 1-877-644-3880/651-644-3880.**

I acknowledge that I have received, read and understood the document "A Summary of Your Rights Under the Fair Credit Reporting Act."

**If currently employed:**

**May my current employer may be contacted? (mark one and initial)**

YES     NO     N/A     Post Hire Only    \_\_\_\_\_ Applicant's Initials

**Are you applying for employment in California, Minnesota, or Oklahoma?**     YES     NO

If so, would you like a copy of any Consumer Report prepared on you?     YES     NO

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment or the beginning of my volunteer service any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment or volunteer service. Further, I understand that by requesting this information, no promise of employment or volunteer position is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed or accepted as a volunteer by the above-named organization, this authorization will remain in effect throughout such employment or volunteer service.*

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (First, Middle, Last) Please Print Legibly Full Name of



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**PRE-SERVICE SCREENING AND RELEASE FOR VOLUNTEERS**

Legal Name: \_\_\_\_\_

First Middle Last

Previous name(s), if any: \_\_\_\_\_

First Middle Last Dates Used City, State Where Used

(If you are using or have used more than two names, please attach an additional sheet listing those names)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If no Social Security Number is noted on line above, by initialing this line, I certify that I do not have a Social Security Number: \_\_\_\_\_

Do you have a valid Driver's License? Yes \_\_\_ No \_\_\_ State \_\_\_ DL Number \_\_\_\_\_

**1. RESIDENCE RECORD (list current and previous home addresses for the last seven (7) years).**

(If you have had more than two home addresses in the past seven years, please attach an additional sheet listing those addresses)

Current Home Address: \_\_\_\_\_

Street Address City County State Zip

Previous Home Address: \_\_\_\_\_

Street Address City County State Zip

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_ Email address \_\_\_\_\_

**2. EMPLOYMENT RECORD (list current and previous employers for the last seven (7) years).**

(If you have had more than two places of employment in the past seven years, please attach an additional sheet listing those addresses)

a. Employed by: \_\_\_\_\_

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

Street Address City County State Zip

b. Employed by: \_\_\_\_\_

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

Street Address City County State Zip

**3. MISCONDUCT QUESTIONS (mark your answers to the following questions).**

a. Have you ever been convicted of sexual abuse, criminal sexual misconduct, physical abuse or any other crime? \_\_\_ Yes \_\_\_ No

b. Has any civil or criminal complaint or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment or sexual exploitation? \_\_\_ Yes \_\_\_ No If yes, how was the complaint resolved? \_\_\_\_\_

c. Have you ever resigned from a former job, been laid off, or discharged by a previous employer for reasons relating to allegations that you engaged in physical abuse, sexual abuse, sexual harassment or sexual exploitation? \_\_\_ Yes \_\_\_ No

d. Have you ever been required to obtain treatment, medical or psychological, because of allegations you engaged in abuse, harassment or exploitation of others? \_\_\_ Yes \_\_\_ No

**4. VERIFICATION, AUTHORIZATION AND RELEASE**

I, \_\_\_\_\_, verify that I have answered the above questions truthfully, to the best of my knowledge. I understand that failure to answer the above questions truthfully, to the best of my knowledge, is grounds for termination or denial of my volunteer services for (*insert name of parish/school*), hereafter referred to as the "Organization".

I acknowledge that applications for certain volunteer positions require a background check, and I agree to execute any forms required to conduct such a search.

I authorize the Organization and The McDowell Agency, Inc and its Agents to perform an investigation into my background.

I also authorize the Organization and The McDowell Agency, Inc. and its Agents to investigate my Credit report and/or my Driver's Record if the applicable boxes, below, are marked (by the Organization) and initialed (by the volunteer).

Credit Report \_\_\_\_\_  Driver's Record \_\_\_\_\_

Initial Here, if Applicable

Initial Here, if Applicable

If accepted as a volunteer, this authorization is valid for the duration of my volunteer service.

I hereby release the Organization, the Archdiocese of Saint Paul and Minneapolis, and The McDowell Agency from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law.

I understand that any volunteer service is contingent upon an acceptable background check report. I understand I will be notified if my volunteer service is terminated or denied based on the background check report.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_