

SUMMARY OF VOLUNTEER SCREENING FORMS

Form Number	Name of the Form	To be completed by:	Mandatory/ Optional
#1010	Volunteer Information Form	ALL volunteers must complete the pre-printed form	Mandatory
#1020	Record of Reference Check	Volunteers involved in high and medium risk ministries	Mandatory
#1030	Interview Questions (General)	Volunteers involved in high and medium risk ministries Questions may be revised to be more specific to a ministry by screening committee team	Mandatory
#1040	Interview Questions (Vulnerable Groups)	Volunteers involved in high and medium risk ministries that work with children, teenagers, seniors or vulnerable adults Questions may be revised to be more specific to a ministry by screening committee team	Mandatory
#1050	Interview Questions (Current Volunteers)	Volunteers involved in high and medium risk ministries Questions may be revised to be more specific to a ministry by screening committee team	Mandatory
#1060	Interview Questions (Screening Committee Member)	Pastor will conduct interview and complete the form	Mandatory

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#1070 (Mandatory Police Checks See #1200)	Review of a Police Records Check of an Individual	Volunteer involved in high risk ministries, if you do not keep the original police records check A photocopy of the original shall be attached to the completed form.	Mandatory (response to request of volunteer)
#1080	Oath of Confidentiality	All members of the screening committee	Mandatory
#1090	Offence Declaration	Volunteer involved in high risk ministries, every two years after the submission of an original police records check	Mandatory
#1100A	Volunteer Feedback and Review-to be completed by the Volunteer	Volunteer involved in high risk ministries as part of their yearly review	Optional (Decision of Parish VST)
#1100B	Volunteer Feedback Review	To be completed by the Ministry Leader	Optional (Decision of Parish VST)
#1110	Participant Follow- up Report	Volunteer involved in high risk ministries	Mandatory
#1120	Volunteer Drivers' Policy and Form	All volunteers who drive other parishioners or participants as part of their ministry	Mandatory
#1130	Parent Consent for Youth Volunteers	Volunteers under the age of 18 years	Mandatory
#1140	Visitors to the Sick and Homebound, Parishioner Information	The parish contact person, ministry or parish ministry to gather information about the parishioners to be served by volunteers	Optional (Decision of Parish VST)
#1150	Volunteers Working in More Than One Parish	Screened volunteers who work in more than one parish or volunteer site	Mandatory (response to request of volunteer)

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#1160	Volunteer Screening Verification Form	At the request of the screened volunteer	Optional
#1170	Volunteer Screening Checklist	Screening committees and ministry leader To help keep track of volunteers and completed screening steps	Optional (Decision of Parish VST)
#1180	Special Events Sign In Sheet	All additional volunteers who help at special events such as bazaars and suppers	Mandatory
#1190	Incident Report	To be completed by anyone who needs to report an incident and submitted to the Pastor and the screening committee within 24 hours	Mandatory