

How to Apply to Volunteer at Catholic Charities

Step 1: Fill out the Volunteer Application. You can pick up an application at the Administration Reception Desk between the hours of 8:30 am and 4:30 pm, Monday through Friday, or you can download one from the internet – <http://www.catholiccharitiestulsa.org/volunteer.aspx>. (Please use an ink pen.)

Step 2: Bring your completed Volunteer Application to one of our monthly Volunteer Orientation Sessions. These are held three (3) times a month, both during the day and in the evening, for your convenience. During this session you will be taken on a tour of the campus, the different programs and departments will be explained, and the various volunteer opportunities will be discussed. We will also give an orientation to volunteering at Catholic Charities and discuss the responsibilities and requirements of a volunteer. At the end of the session we clarify your application information so we can do a background check - to ensure safety for our volunteers, staff and clients - and discuss individually what program/department you might volunteer in.

Volunteer Orientation Sessions are:

The first Tuesday of each month - 9:00 to 11:00 am

The second Tuesday of each month - 6:00 to 8:00 pm

The third Tuesday of each month - 1:00 to 3:00 pm

Sessions are held in the Administration Building/Education Center at:

**Catholic Charities
2450 North Harvard
Tulsa, OK 74115**

Step 3: All volunteers for Catholic Charities who work with children are required to attend Virtus Training. If you have not already had Virtus training, then you will need to **register and attend a "Protecting God's Children" session.** If you have already attended bring us a copy of your certificate or tell us where and when you attended. You can visit Virtus Online at www.virtusonline.com and register today.

Step 4: When the background check is complete (we take care of all the details) and Virtus training has been scheduled/completed, **we then contact you** to schedule times that are mutually beneficial to you and those you will serve.

If you have questions contact John O'Neill at 918.508.7125 or joneill@catholiccharitiestulsa.org.

VOLUNTEER APPLICATION

Date: ____/____/____

Catholic Charities, Diocese of Tulsa

P.O. Box 580460 (Headquarters located at 2450 North Harvard in Tulsa)

Tulsa, OK 74158

918-949-HOPE (4673) Fax 918-582-2123

www.CatholicCharitiesTulsa.org volunteer@CatholicCharitiesTulsa.org



Catholic Charities' Mission is to be Christ's merciful love to those who suffer.

Personal Data

Please print carefully. Thank you!

Name _____ Male _____ Female _____
(first) (middle) (last)

Address _____ City/St _____ Zip Code _____

Other states I have lived in during the past 10 years: _____

Email _____

Phone: Home _____ Cell _____ Work _____

Date of Birth (M/D/Y) ____/____/____ Soc. Sec. # ____-____-____

Drivers License # _____ State _____

Marital Status: (married) _____ (single) _____ (divorced) _____ (widowed) _____ Number of Children: _____

Spouse name _____ Phone _____

Emergency contact (not spouse) _____ Phone _____

Availability: Flexible _____ On-call _____ Specific _____ Special Event(s) _____

Best Time: a.m. _____ p.m. _____ Best Days: M _____ T _____ W _____ Th _____ F _____ Weekends: Sat _____ Sun _____

Any comments on time preferences: _____

Reason(s) for volunteering: _____

Employment Data

Place of Employment (most recent) _____ Phone _____

Job Title/Description _____

Current/Recent Supervisor _____

Educational Data

If Student - Name of School Attending _____ Program/Grade _____

Level of Education Completed _____ Major Study Area _____

Professional licenses/certificates that may enhance your volunteer experience _____

Other Credentials _____

Bi-lingual Skills: (language and skill level) _____

Computer Skills: (skill level/specific program experience) _____

Church Data

I am a member at/attend: _____

Location: _____

My pastor: _____

Church involvement: (Employment or Volunteer tasks - examples: Usher, Lector, cleaning, secretary, etc.) _____

List any pastoral certification(s): _____

Virtus – Protecting God’s Children

NOTE: Volunteer projects involving children or youth will require Virtus Training, which has sessions throughout the year. The training schedule and locale of training available at: www.Virtusonline.com

Location/date of your Virtus training (if already attended) _____

If you have not attended a Virtus session – see registration instructions at the end of this application.

Volunteer Experience

Please list the name of the service site(s) and briefly describe your volunteer responsibilities at the sites:

1. _____

2. _____

3. _____

References

Professional Reference (not related to you):

Name: _____ Phone: _____

Address: _____

Company: _____ Relationship to you: _____

Personal Reference (not related to you):

Name: _____ Phone: _____

Address: _____

Email: _____ Relationship to you: _____

Applicant Statement/Background Check

The information contained in this volunteer application is correct. I authorize any references listed above to give you any necessary information with reference to my personal character and fitness to volunteer at Catholic Charities, Diocese of Tulsa. I further authorize Catholic Charities to obtain an "investigative consumer report"/"background check" from TRAK-1 TECHNOLOGY or AmericanChecked, Inc., a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is any communication of information by a consumer reporting agency bearing on your eligibility for volunteer purposes. Consumer reports contain public record information. This information is kept in the strictest of confidentiality. For the complete disclaimer, please ask your Volunteer Resources contact.

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

I want to support the mission of Catholic Charities by making a donation of \$47.00 to cover the cost of the background check that will be done *whether or not* I choose to make this gift. ___ Yes ___ No (unable to donate at this time)

Gifts may be made by check, VISA, or MasterCard; please enclose your donation check with your application or click the "Donate" link at www.catholiccharitiestulsa.org to make a credit card donation and choose Volunteer Resources under Designation!

Health Waiver

If I am unable to perform certain volunteer tasks due to my physical or mental health conditions, then I promise to take full responsibility for informing the director of the Catholic Charities program where I am serving or the Volunteer Coordinator, rather than take the risk of any personal injury.

Applicant's Signature _____ Date _____

Volunteer Orientation Sessions are held on:

The first Tuesday of each month - 9:00 to 11:00 am

The second Tuesday of each month - 6:00 to 8:00 pm

The third Tuesday of each month - 1:00 to 3:00 pm

Call 918.508.7124 to reserve a space if you have not already made an appointment.

CATHOLIC CHARITIES, DIOCESE OF TULSA - BACKGROUND QUESTIONNAIRE

Have you ever been convicted of a crime of sexual misconduct/abuse, of physical misconduct/abuse, sexual harassment or exploitation? Yes No

Have you ever been convicted of any other crime (felony/misdemeanor), or will some crime potentially appear on a background check (example: was dismissed, etc.)? Yes No If "Yes" for either question, please explain:

Has any allegation or civil or criminal complaint ever been made against you relating to sexual misconduct/abuse, sexual harassment or exploitation or physical abuse? Yes No If "Yes" please explain:

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual misconduct/abuse, sexual harassment or exploitation by you, or relating to civil or criminal complaints for sexual or physical misconduct/abuse brought against you by others? Yes No If "Yes" please explain:

Have you ever received any medical treatment, physical or psychological, for reasons involving your physical or sexual misconduct/abuse of others? Yes No If "Yes" please explain:

Please sign below to signify that you personally filled out this document. If you answer yes to any of the above five questions, you may be asked to execute an authorization for an investigation and the release of information concerning your response.

Printed Name: _____

Name of Institution: Catholic Charities, Diocese of Tulsa

Signature: _____

Position Sought/Held: Volunteer

Date: _____

CATHOLIC CHARITIES, DIOCESE OF TULSA - VIRTUS TRAINING

One of the steps in the volunteer application process is proper training and awareness. The Diocese of Tulsa has made available a program called "VIRTUS - Protecting God's Children." Through this program we increase awareness and sensitivity of staff and volunteers to help create child-safe environments and empower individuals with new tools to help volunteers, staff, other adults and parents, protect children. The overall program name is Virtus.

The word virtus derives from Latin, and means valor, moral strength, excellence, and worth. In ancient times, virtus denoted a way of life and manner of behavior that always aspired to the highest, most positive attributes of people and aspects of human interaction.

To register for Virtus Training use the following steps:

1. Go to <http://www.virtusonline.com/virtus/>
2. Click on "Registration" on the left navigation bar
3. Click on "Begin the registration process"
4. Use the drop down box and find "Tulsa, OK (Diocese)" and hit "Select"
5. Create a User ID and Password - follow the instructions on screen.
6. When it asks for affiliation - choose "Catholic Charities"
7. When it asks for you to choose a session - choose one appropriate to your schedule
- remember these are only held about once a month.
8. Follow the instructions onscreen and logout when done.
9. Attend the session you have registered for. After you attend, your certificate will be mailed to Catholic Charities. You will receive a copy for your personal files.

If you need assistance, contact John O'Neill at 918-508-7125 or joneill@catholiccharitiestulsa.org.