

Thank you for interest in volunteering at St. Aloysius School. Any adult (18 years and older) must fulfill the following requirements as mandated by the United States Conference of Catholic Bishops and the Diocese of Baton Rouge.

### **Completing the Volunteer Certification Process**

1. **Catholic Diocese of Baton Rouge Application for Volunteers** – Link

<https://files.ecatholic.com/26904/documents/2020/8/EAPPS-Volunteer-Application-2018.pdf?t=1597968065000>

Items that have asterisks must be answered in order for the application to be processed

- For the references section, please list **complete address** (house number, street name, city, state, and zip) along with contact information (area code and phone number).
- Dates must be entered in the format requested.
- You must initial each of the items in the Declaration section.

This form may be sent in electronic format or a hard copy may be submitted.

2. **Diocese of Baton Rouge Child Protection Training** – Link –

<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdiobr.safeenvironment.org%2F&data=05%7C01%7Cacordon%40diobr.org%7C3d51800944a545a42ff008dabcf2486%7Cb4cd7cad7b5f41d39dd55a1f30907c97%7C0%7C0%7C638030089262875751%7CUnknown%7CTWFpbgZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C2000%7C%7C%7C&sdata=e%2FmmGh4vWVDCkoWZLryTNgNmiWd%2BrivYnsmgogLm9m4%3D&reserved=0>

(The certificate must be returned with the application or emailed directly to eboudreaux@aloysius.org)

- Takes approximately 60 minutes
- Please select “Serving Vulnerable Populations”

3. **Code of Ethics** - Link –

[https://files.ecatholic.com/26904/documents/2020/8/Diocese-of-Baton-Rouge-Code\\_of\\_Ethics-ENGLISH.pdf?t=1597967385000](https://files.ecatholic.com/26904/documents/2020/8/Diocese-of-Baton-Rouge-Code_of_Ethics-ENGLISH.pdf?t=1597967385000) (Signed original document must be sent to Child Protection Coordinator.)

**4. Background Check/Fingerprinting-** The **St. Aloysius School form** is needed for processing at the State Police. Please email the Child Protection Coordinator to obtain a copy. When you print out a hard copy of the form, make sure to print forms on separate pages (not front/back) and make sure the revision date on the bottom of the form prints legibly, *otherwise, your form might be rejected.*

**5. Certification added to Church site-** If you would like your Child Protection Certification to be added to St. Aloysius Parish list of volunteers, email the Child Protection Coordinator for a Profile Authorization form.

The Child Protection Policy is strictly enforced by the Diocese of Baton Rouge. When completing the application, please verify that all requested information is provided. The information is entered into a diocesan database and the system will not accept partial information. The application will be returned to you for completion and thus delay the certification process. Once all requirements are complete, processing may take as long as two weeks.

Electronic copies of forms may be sent to [eboudreaux@aloysius.org](mailto:eboudreaux@aloysius.org). Please return hard copies of the necessary documents to the school office (St. Aloysius School, Attn: Edie Boudreaux, 4001 Mimosa Street, Baton Rouge, LA 70808).

Please contact me at [eboudreaux@aloysius.org](mailto:eboudreaux@aloysius.org), with any questions regarding this process. Thank you for your cooperation and understanding.

*Edie Boudreaux*

Child Protection Coordinator, St. Aloysius School