



SACRED HEART CHURCH

VOLUNTEER INFORMATION FORM

Date of Registration			
Full Name (First, Last)		Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Home Phone Number		Cell Phone Number	
Email Address			

1. (a) Are you a registered member of Sacred Heart Parish? ☐ YES ☐ NO
(b) Please list which ministries you would like to volunteer for and why:

(c) Please provide any other information you may think is relevant to your volunteer application:

Of my own free will, I hereby acknowledge and agree that I am offering my services to Sacred Heart Church as a volunteer and not as an employee. If selected as a volunteer, my services will be provided free of charge and I will not accept, nor will the Parish offer, any remuneration for my volunteer services. I have not been promised or offered employment in the future.

The Parish acknowledges and agrees that I am free to terminate my volunteer services at any time, without notice to the Parish. I also acknowledge and agree that the Parish may terminate my volunteer services at any time without providing me with any notice or compensation.

I acknowledge and agree that any volunteer services I provide to the Parish will not be used for personal or business gain nor to grant special privileges to others.

I acknowledge and agree that if I use my personal vehicle(s) for volunteer purposes, I shall ensure my personal vehicle(s) automobile insurance coverage is acceptable to the Parish and adequately covers the volunteer activities I may perform. I agree to provide proof of such coverage to the Parish, upon request. The Parish has the sole discretion whether to reimburse me on a per kilometer basis when I use my personal vehicle in performing my volunteer duties.

I acknowledge that the Parish has reviewed its policies with me related to volunteers, conduct and behaviour, confidentiality, conflicts of interest, personal information protection, email and Internet use, and health and safety. I also acknowledge that the Parish has provided me with orientation and training suitable for the volunteer role which I have been assigned and tasks I will perform. I agree to provide services in accordance with these policies to the best of my ability and accordance with the Diocese of Calgary Model Code of Conduct and Agreement to the Model Code of Conduct.

I will complete the four modules in Praesidium Academy as required by the Diocese (Meet Sam, It Happened to Me, Keeping Your Church Safe, Your Policies) before beginning work in the ministry. I understand that this helps protect those I work with, myself, and the Church.

I understand that I must agree to the Diocesan Model Code of Conduct and I take my volunteer commitment seriously. I understand that failure to comply with my volunteer responsibilities will result in a range of actions from retraining/orienting, reassigning to a more suitable position, suspension, termination or legal action depending on the degree of seriousness or impact. I understand that these policies and procedures are subject to change and that I can access the "Strengthening Our Parish Communities" core standards on the Diocesan website at www.calgarydiocese.ca.

I certify that the information provided on this Volunteer Information Form is true and complete. I understand that this information will remain confidential and is property of the Parish. As well, I understand that my name and phone number will be given to the appropriate Ministry Coordinator/ Leader so that she/he may contact me.

Volunteer Signature		Date	
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Volunteer Screening Coordinator Signature		Date	
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