

**How to complete a background check to be a chaperone/volunteer for
Youth Ministry at St. Brendan the Navigator Catholic Church**

The Archdiocese of Atlanta requires that any adult who chaperones youth, volunteers to work with youth or any vulnerable individual **MUST** complete a Background check. At this time, each Parish is required to conduct their own Background Check as the Fair Credit Reporting/Right to Privacy Acts prohibits organizations from sharing background check information.

Thank you for your cooperation in completing this process that will enable you to help as a chaperone/volunteer with our Youth Ministry Program. Below are the directions for completing the process. You will have to access the Archdiocese of Atlanta's website.

At this link, please download and watch the **"You Matter"** video.

<http://www.archatl.com/offices/ocyp/senvironment/video/video-adults.html>

Then go to:

<http://www.archatl.com/offices/ocyp/senvironment/volunteers.html>

Under the section **VOLUNTEER PACKET:**

Click on each of the individual documents to **print the 7 required forms:**

- **Sexual Abuse Policy:** *Print and complete page 13*
- **Code of Conduct:** *Print and complete page 9*
- **Ministerial Standards for Educators and Educational Volunteers Who Have Regular Contact with Children and/or Vulnerable Individuals:**
Print and complete page 6
- **Ministerial Standards Ministerial Standards When Dealing With Vulnerable Individuals:** *Print and complete page 6*
- **Safe Environment Adult Compliance Form (Serves as the Video Acknowledgement Form):** *Print and complete form after watching the Video*
- **Background Investigation Consent Form**
- **A Summary of Your Rights Under the Fair Credit Reporting Act:** *No form required; just for your information.*
- **Volunteer Application for Adults:** *Print and complete form*

In addition, If you are going to be driving children (other than your own), we need the attached **Driver Information Sheet** (page 9) filled out and a copy of your **Driver's License** (page 10).

Click [here](#) for a copy of the Driver Information Sheet.

All fully completed forms must be turned in together and can be

- ***dropped off at the Parish Office, Monday - Friday***
- ***given to the Staff person that asked you to complete***

If you have questions regarding the Background Check packet, forms or process, please contact Laurie Johnson at 770.205.7969 x31 or email her at ljohnson@stbrendansatl.com.