



VACATION BIBLE SCHOOL

Youth Volunteer Registration Packet (grades 5-12)

At Totally Catholic Scuba VBS, kids dive into friendship with God. Kids will experience the ever-flowing, never-ending love of God. They will be immersed in the Word and discover what living water is really all about! Scuba is filled with awesome Scripture-learning experiences kids see, hear, and touch! Hands-on science experiments, team-building games, unforgettable Bible songs, and tasty treats are just a few of the standout activities that help faith flow into real life. Plus, we'll help kids discover how to see evidence of God in everyday life—something we call God Sightings®.

Where: St. Pascal Baylon Church
1757 Conway Street, St. Paul, MN 55106

When: June 24-28, 2024 from 9 am - Noon

Who: Youth in grades 5-12 are welcome to serve as assistants or small group leaders at SCUBA.

REQUIREMENTS: Complete and return **ALL** attached forms by May 24, 2024

- Youth Leader Permission Form (BOTH SIDES) signed by parent or guardian.
- Authorization, Consent, and Release...Visual Likenesses
- Social Media and Electronic Communication Permission
- Two "Student Character Reference" forms
(Completed by someone who is not directly related and has known youth for more than one year.)
- Code of Conduct for Youth Employees and Volunteers (signed by youth and parent/guardian)
- Completion of Personal Safety Lesson (see Kim to arrange if needed)

Deadline: Friday, May 24, 2024 **(no registrations accepted after this date)**



For more information or to volunteer contact:

Kim Roering
kim.roering@stpascals.org
651.432.4958



Vacation Bible School 2024 Youth Leader Registration Form

"SCUBA: Diving Into Friendship With God"

PLEASE PRINT CLEARLY. PLEASE COMPLETE ENTIRE PACKET.

Name _____

Please print name as it should appear on nametag.

Date of Birth: _____ Age: _____ Grade Completed June 2024 _____

Parent/Guardian Name(s) _____

Street Address _____

City _____ Zip Code _____

Best Phone _____ Whose? _____

Other Phone _____ Whose? _____

Email Addresses _____

Parish ☐ St. Pascal's ☐ Other _____

Special Needs (*food/drug allergies*, etc.) _____

Emergency Contact _____

Relationship to Child _____ Phone _____

People authorized to pick up your child or how they will be getting home:

Those **NOT** authorized to pick up your child _____

Area(s) of Interest for Helping at VBS _____

(games, science experiments, drama, small group guide, storytelling)

Request to work with (one name only, please) _____

IMPORTANT—PLEASE COMPLETE OTHER SIDE

Name _____

T-SHIRT ORDER

If not completed, a size based on age will be assigned.

Youth Size ____XS ____S (6-8) ____M (10-12) ____L (14-16) ____XL (18-20)

Adult Size ____S ____M ____L ____XL ____XXL

PARENTAL CONSENT FORM AND INDEMNITY AGREEMENT

I, _____, grant permission for _____

Parent/Guardian Name

Child's Name

to participate in the above named activity and I warrant that my child is in good health. In consideration of my child's participation, I agree to indemnify St. Pascal Baylon Catholic Church and the Archdiocese of St. Paul & Minneapolis from any claims or law suits brought against St. Pascal Baylon Catholic Church and the Archdiocese of St. Paul & Minneapolis by myself, my child or others, that arises out of any behavior by my child at the event mentioned above. I also agree to pay reasonable attorney fees or expenses incurred by St. Pascal Baylon Catholic Church and the Archdiocese of St. Paul & Minneapolis in defense of such a claim/suit.

EMERGENCY MEDICAL TREATMENT

In the event of an emergency, I give permission to transport my child to a hospital for medical treatment. I wish to be advised prior to any further treatment by a doctor or hospital. In the event of any emergency, if you are unable to reach me at the above numbers, contact:

Name

Phone Number

Family Health Plan Group Number: _____

Family Doctor: _____ Phone _____

Medication my child is presently taking: _____

Does child carry and Epinephrine Pen (Epi-Pen)? ____ Yes ____ No

PHOTO RELEASE

I, the parent/guardian, release St. Pascal Baylon Catholic Church to use my child's photo for educational or promotional purposes.

CHECK ONE: ____Yes ____No

Parent/Guardian Signature

IMPORTANT! PLEASE ALSO COMPLETE:

- Authorization, Consent and Release for Use of Visual Likenesses and Original Works of Minors
- Social Media and Electronic Communication Permission
- Two "Student Character Reference" forms (*Completed by someone who is not directly related and has known youth for more than one year.*)
- Code of Conduct for Youth Employees & Volunteers (*signed by youth and parent/guardian*)

**AUTHORIZATION, CONSENT AND RELEASE FOR USE OF
VISUAL LIKENESSES AND ORIGINAL WORKS OF MINORS**

This form allows you, the parent or guardian, to identify if images of your child and their original works may be used for purposes of print, online, social media communication and promotion.

I am the parent or legal guardian of _____ (full name of minor) ("My Child").

I grant the following rights to **St. Pascal Baylon Catholic Church and the Archdiocese of Saint Paul and Minneapolis**:

1. The right to use all photographs, pictures, portraits, vocal sounds, appearances/likenesses, video and performances (hereinafter collectively known as "image") of My Child in the possession of **St. Pascal Baylon Catholic Church** and the Archdiocese of St. Paul and Minneapolis;
2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of My Child individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio, television, and other social and digital media), audio or video files, recordings, still photography, CD-Rom and any other manner of media now known or later developed;
3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of My Child individually or in conjunction with other images or printed matter **on St. Pascal Baylon Catholic Church's** and the Archdiocese of Saint Paul and Minneapolis's Internet websites. **No home address or phone number will be published;**
4. The right to record, reproduce, amplify, edit, and simulate My Child's image and all sound effects produced;
5. The right to copyright, in the name of **St. Pascal Baylon Catholic Church** and the Archdiocese of Saint Paul and Minneapolis, works that contain the image of My Child;
6. The right to use and publish for general communications, advertising, commercial or publicity purposes, or for any other lawful purpose whatsoever My Child's original work; and
7. The right to assign the above-mentioned rights to third parties without notice to me.

I understand that the video files, still photos, or other media incorporating the image of My Child will become the property of **St. Pascal Baylon Catholic Church**. I hereby waive the right to inspect or approve the image or any finished materials that incorporate the image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of My Child's image or My Child's original work.

I hereby release, discharge, and agree to indemnify and hold harmless **St. Pascal Baylon Catholic Church**, the Archdiocese of Saint Paul and Minneapolis, and their agents, employees and assigns from any and all claims, demands, right, and causes of action of whatever kind that I or My Child have or may have or may arise by reason of this authorization and from the use of My Child's image and original work, including but not limited to, all claims for libel and invasion of privacy.

This consent regarding My Child's likeness and original work is valid until such time as I choose to rescind this authorization and consent. If I choose to rescind this authorization and consent, I agree that I will inform **St. Pascal Baylon Catholic Church** in writing and that my rescission will not take effect until it is received by **St. Pascal Baylon Catholic Church**. I understand and acknowledge that it may not be possible to recall any work or photos that have been published prior to receipt of my written rescission.

I hereby authorize and consent that **St. Pascal Baylon Catholic Church** and the Archdiocese of Saint Paul and Minneapolis have the right to use My Child's name in connection with their educational, promotional, fund-raising activities, or for any other legitimate purpose.

Please initial: _____ Yes _____ No

I have read the above Disclosures, Authorizations, and Releases, have had the opportunity to consider their terms, and understand them. I execute this document voluntarily and with full knowledge of its significance.

Parent/Guardian Name (please print): _____

Address: _____

Phone number: _____

Signature of Parent/Guardian: _____ Date: _____



**DISCLOSURE, AUTHORIZATION AND CONSENT FOR SOCIAL MEDIA OR OTHER ELECTRONIC
COMMUNICATION INVOLVING MINORS**

I am the parent or legal guardian of _____ (full name of minor) ("My Child").

In order to ensure transparency and parental involvement, St. Pascal Baylon Catholic Church has created this consent form so that parents and guardians may provide authorization for St. Pascal Baylon Catholic Church leaders to electronically communicate with minors. Such communications must comply with applicable St. Pascal Baylon Catholic Church and Archdiocese of St. Paul and Minneapolis policies, including restrictions on private communications with minors.

I grant permission for staff or other leaders of St. Pascal Baylon Catholic Church to communicate with My Child electronically. I understand that such communications are for St. Pascal Baylon Catholic Church purposes only and may involve group communications relating to St. Pascal Baylon Catholic Church activities. Further, I understand and authorize that such electronic communications may be made via text, email, telephone and cell phone, social media, digital networking, and other electronic means.

I acknowledge that to review or receive public communications shared via social media with My Child, I will need to have an account with the same social media platforms or become a fan or follower of the same social media. I also understand that communications may be accessible or viewable by others who are also fans or followers of the same social media.

This Disclosure, Authorizations, and Consent form is valid for one year.

If I choose to rescind this authorization and consent, I agree that I will inform St. Pascal Baylon Catholic Church in writing and that this rescission will not take effect until it is received by St. Pascal Baylon Catholic Church.

I have read the above Disclosure, Authorizations, and Consent, have had the opportunity to consider their terms, and understand them. I execute this document voluntarily and with knowledge of its significance.

Parent/Guardian Name (please print): _____

Email address: _____

Address: _____

Phone number: _____ Cell number: _____

Child Email address: _____

Child cell number: _____

Signature of Parent/Guardian: _____ Date: _____

Student Character Reference

In accordance with the Archdiocese of Saint Paul and Minneapolis' safe environment policy, each minor wishing to volunteer with **St. Pascal Baylon Catholic Church** must complete the *Student Character Reference* form. The reference must be someone who is not directly related to the student (i.e. a teacher or a coach) and has known the student for more than 1 year. Once completed please return this form to Kim Roering.

NOTE: Two reference forms need to be submitted.

To be filled out by the Student: *Please Print*

Student's Full Name: _____

Student's Volunteer Position: _____

Parent's Name(s): _____

Parent's Primary Contact Phone Number: _____

Parent's Email Address: _____

To be filled out by the Reference: *Please Print*

Reference Name: _____

How long have you known the student? _____

What is your relationship with the student? _____

By signing this form you are certifying that the above mentioned minor is a good candidate to volunteer for **St. Pascal Baylon Catholic Church**, and will conduct themselves with good manners and character.

Reference Signature

Date

St. Pascal Baylon Catholic Church 1757 Conway Street, St. Paul, MN 55106 651.774.1585



United in Faith, Hope and Love

Code of Conduct for Youth Employees and Youth Volunteers Who Interact with Children, Other Youth or Vulnerable Adults

You are about to begin what could become a lifelong commitment to working or volunteering in the Church. It is a privilege to help carry on the mission of Jesus – a mission that no one takes lightly. As a minor, it is important that you understand and follow certain rules and guidelines, both for your own protection and for the protection of those to whom you minister. The Church takes the issue of misconduct very seriously. Any instance of misconduct will be evaluated carefully and you are urged to report misconduct that you see to your adult supervisor. Likewise, your own conduct must be beyond question. You have been entrusted with a responsible position and are expected to “Let your light so shine before all, that they may see your good works and give glory to your Father who is in heaven” (Matt 5:16).

To ensure the safety of children, youth, and vulnerable adults in the Archdiocese of Saint Paul and Minneapolis, all minors who wish to be employed or wish to volunteer to interact with children, other youth or vulnerable adults at a parish and/or school and their parent/guardian must review and sign this Code of Conduct. In addition to this *Code of Conduct (Code)*, youth will also be required to fulfill “Essential 3 Guidelines for Minor Youth” involving background evaluations (two written references) and safe environment training.

Please note that for the purposes of this *Code* the words “minor” and “youth” are used interchangeably and describe a person who has not reached the age of 18. The words “vulnerable adults” denotes persons with physical, mental, or emotional conditions that render them unable to defend or protect themselves.

This Code applies to youth conduct as it relates to their role interaction with minors or vulnerable adults on behalf of the Church.

While working as a youth employee or volunteer, **I will:**

- Protect and guide children and other youth (minors) and vulnerable adults entrusted to my care at all times.
- Treat everyone with patience, courtesy, respect, and dignity.
- Be positive, supportive, and caring in my speech and interactions with minors and vulnerable adults.
- Use positive words and encouragement to change behavior and encourage others to do likewise.
- Maintain appropriate physical and emotional boundaries with minors and vulnerable adults. Examples of permissible physical contact include:
 - Brief side hugs or an arm around the shoulder.
 - Hand-shakes or "high fives"
 - Holding hands while walking with young children or those unsteady.
 - Brief pat on the shoulder/upper back.
 - Holding hands during prayer.
 - Brief touching of hand, head, shoulder or arm.
- Always be in the presence of an adult when interacting with minors or vulnerable adult. This means that an adult should be nearby to see and hear what I am doing and help me if I need assistance.
- Promptly report to my supervisor any inappropriate or bullying behavior.
- Promptly report suspected abuse to my supervisor or if it involves my supervisor, report the incident to the next person in a supervisory role, such as a principal or pastor.
- Cooperate fully in any investigation of abuse.
- Observe confidentiality when describing my work experiences to protect the identity of those whom I serve.
- Dress appropriately, consistent with my role and assigned activities, including not wearing any clothing with offensive or profane messages or pictures.

While working as a youth volunteer or employee, **I will not:**

- Use or possess tobacco products.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time.
- Be under the influence of prescribed drugs that impair judgment.
- Use or allow profanity in the presence of minors or vulnerable adults.
- Verbally or physically abuse or threaten anyone.
- Tolerate inappropriate or bullying behavior.
- Provide or allow sexually explicit, violent, disrespectful, or otherwise inappropriate communication, music, recordings, films, games, websites, computer software, mobile device application, or other content to be used.
- Touch a minor or vulnerable adult in an overly affectionate or inappropriate manner.
- Privately communicate (electronically or through any other communication form) with an unrelated minor more than two years younger than myself or an unrelated vulnerable adult whom I serve when not working or volunteering.
- Accept gifts from or give gifts to minors or vulnerable adults without approval from my supervisor.



Code of Conduct for Youth Employees and Youth Volunteers Who Interact with Children, Other Youth or Vulnerable Adults

Acknowledgement and Consent

We, the undersigned, have read and understand the Archdiocese of Saint Paul and Minneapolis' *Code of Conduct for Youth Employees and Youth Volunteers Who Interact with Children, other Youth or Vulnerable Adults (Code)* and will honor these rules.

I further understand and agree that I am subject to periodic background evaluations (two written references while under 18 years of age and a background check within two weeks of turning 18) and am required to participate in periodic archdiocesan Safe Environment trainings commensurate with my role.

I also understand that I may face consequences or discipline, up to and including removal from service and/or termination of my volunteer role for violations of this *Code*. We, the undersigned, understand and agree that the parent/guardian will be notified at the time of any infraction requiring dismissal from work or a volunteer assignment at the parish or school where the undersigned youth is working or volunteering.

Name of Youth (print): _____

School/Parish and City, and Position: _____

Signature of Youth: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Supervisor: _____ Date: _____