



Dear Volunteer,

THANK YOU!! We could not do half of what we do as a parish without people like you! And thank you for taking the time before you begin volunteering to complete the Creating a Safe Environment program through the Diocese of Rochester.

Creating a Safe Environment is the Diocese's sexual abuse awareness program for everyone who works with children, teens and vulnerable adults ... and it is online!

Simply visit <http://ec.dor.org>

Log in using the Username **IT336**

Password: **initial**

Click the "Creating a Safe Environment for Volunteers" link that is front and center.

From here, you need to know what training you need:

If this is your first time training for Creating a Safe Environment, click the red "First Time C.A.S.E. Training" button and follow the on-screen directions.

If you are re-training or refreshing your Creating a Safe Environment, click the blue "C.A.S.E. Re-Training" button and follow the on-screen directions.

*You will need a computer that has internet access, is connected to a printer and has Adobe flash & reader programs.*

The training consists of a presentation and a retention quiz at the end. You will have half an hour to complete the quiz, but most people only need five to ten minutes. *If you do not complete the quiz, or do not get 85% of the answers correct, you will need to re-do the presentation.*

Upon completion of the training, print the following and bring them in to the office.

- Your Certificate of Completion
- Your Quiz Results
- Your Volunteer Code of Conduct

You will also need photo ID (driver's license or passport, etc). When you bring these in, you will then be able to fill out a required background check form.

Again, thank you for taking the time to complete this training and thank you for volunteering!

Sincerely,

**Meg**

Meg Kastner

CASE Training Coordinator

**Sandi**

Sandi Lazzaro

CASE Input Coordinator