



## VOLUNTEER PACKET CHECKLIST

**CS/POWIR SITE:**

**Volunteer Name:**

**Volunteer Position:**

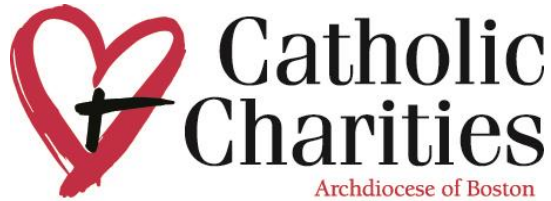
**Volunteer Phone Number:**

**Volunteer E-Mail:**

**Office Location (if Applicable):**

Please use the following checklist to ensure that you collect the proper documentation for each new volunteer entering your program. Send CORI to Human Resources designated staff member for processing. Completed volunteer files should be stored on-site. All new volunteers must complete/provide:

<b>Document Name</b>	<b>Date Given</b>	<b>Date Received</b>
CORI Acknowledgement		
Photo Identification		
Confidentiality Policy		
Social Media Policy		
<b>Volunteers who will be transporting clients must also complete:</b>		
Transportation Clients Policy		
Provide copy of valid Driver's License		
Provide copy of valid insurance policy/card		



**CRIMINAL OFFENDER RECORD INFORMATION (CORI)  
ACKNOWLEDGEMENT FORM**

The Catholic Charitable Bureau of the Archdiocese of Boston, Inc. is registered under the provisions of M.G.L.c.6, §172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant and current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Catholic Charitable Bureau of the Archdiocese of Boston, Inc. to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Catholic Charitable Bureau of the Archdiocese of Boston, Inc. with written notice of my intent to withdraw consent to a CORI check.

The Catholic Charitable Bureau of the Archdiocese of Boston, Inc. may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that the Catholic Charitable Bureau of the Archdiocese of Boston, Inc. must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

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SIGNATURE

DATE



Requester Name: \_\_\_\_\_

Site: \_\_\_\_\_

Role of applicant: Employee \_\_\_\_\_ Intern \_\_\_\_\_ Volunteer \_\_\_\_\_ (choose one)

LAST NAME FIRST NAME MIDDLE NAME SUFFIX

Maiden Name (or other name(s) by which you have been known)

Date of Birth Place of Birth

Last Six Digits of Your Social Security Number: XXX ( \_\_\_\_\_ - \_\_\_\_\_ )

Sex: \_\_\_\_\_ Height: ft. \_\_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Mother's Full Maiden Name Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification:

\_\_\_\_\_  
\_\_\_\_\_

Verified By: \_\_\_\_\_

Name of Verifying Employee (Please Print)

\_\_\_\_\_  
Signature of Verifying Employee

PLEASE CHECK CORI FORM MOSTLY RELATED TO APPLICANT'S JOB DUTIES

REGULAR EOHHS: \_\_\_\_\_

WORKING WITH CHILDREN UNDER 18: \_\_\_\_\_

CAMP: \_\_\_\_\_

WORKING WITH THE ELDERLY: \_\_\_\_\_

**THE CATHOLIC CHARITABLE BUREAU OF THE ARCHDIOCESE OF BOSTON, INC.**

**CONFIDENTIALITY POLICY**

**PURPOSE**

To set forth a policy regarding the confidentiality of Catholic Charities, its associates, employees, volunteers and interns. This policy is intended to alert employees, volunteers and interns to the need for discretion at all times.

**POLICY**

An employee, volunteer or intern may be involved with work pertaining to services provided by Catholic Charities. When carrying out assignments you may have access to confidential information pertaining to persons who are receiving these services. In addition, you may also have access to proprietary information supplied by other agencies or persons to Catholic Charities.

Catholic Charities has a legal obligation to protect such confidential information in its possession. If you are involved with Catholic Charities services as an employee, volunteer or intern you must protect the confidentiality of records and sign the Confidentiality Agreement form.

Client records must be kept in a locked file at the worksite when not being used by a staff person. Client information is considered privileged and should not be disclosed to anyone other than the employee's supervisor or other appropriate agency personnel unless legally obligated to do so by subpoena or summons. An employee, volunteer or intern must return all client related information and file cabinet keys to his or her immediate supervisor upon separation of employment, volunteer or intern relationship.

If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.

All inquiries from the media must be referred to the Vice President of External Affairs or his/her designee.

## **CONFIDENTIALITY AGREEMENT**

As an employee, volunteer or intern of Catholic Charities (the “agency”), I agree with and understand the following information. If I do not understand the information I may ask my supervisor to explain this information to me.

### **Professional Regulated by Statutory Confidentiality Requirement**

With respect to case records I agree to abide by the agency Confidentiality Policy. A copy has been provided to me to read prior to signing this agreement. The policy states that no agency professional worker shall disclose, except to other appropriate agency personnel, any information he or she has acquired from any person consulting him or her in his or her professional capacity or whom he or she has served in his or her professional capacity. The policy furthermore states that such information is privileged and only the party who makes such a communication to a worker, and not the worker, can waive the privilege. I agree to consult the policy, supervisory and/or administrative personnel of the agency to determine if any waiver or exception to this privilege exists in a given instance, except when required action is clearly mandated by statute.

### **Non-Regulated Staff**

I understand that the agency employs many professional workers, each of whom works with numerous agency clients. These clients disclose to the worker information about their private lives, that is confidential and privileged, and the worker is bound by law not to disclose such information without the express permission of the client. Both the worker and the agency can be exposed to legal liability for any unauthorized disclosure of any such information to anyone. I understand that if I have any questions about this matter, I can consult the agency Confidentiality Policy or consult with a supervisor or administrative personnel.

### **All Agency Staff**

With respect to information concerning personnel matters and other information reflecting on the background, capacity and/or performance of agency personnel, I agree to exercise discretion in discussion with third parties, and refrain from referring by name to fellow agency personnel in conversation.

With respect to proprietary information belonging to third parties, including computer Software programs in object or source code, I agree to refrain from communicating such information to anyone outside of agency personnel, or from using such information in or for another agency or company with which I may become associated.

I agree to return all confidential material to my immediate supervisor upon termination of my employment with the agency. I understand that my obligation to keep information

about the agency's clients, personnel and leased proprietary information belonging to others does not end upon the termination of my employment.

I understand that any violation of this confidentiality agreement may result in disciplinary action up to and including termination of my relationship with Catholic Charities.

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**Signature**

**Date**

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**Printed Name**

**THE CATHOLIC CHARITABLE BUREAU OF THE ARCHDIOCESE OF BOSTON, INC.**

**SOCIAL MEDIA POLICY**

**PURPOSE**

Catholic Charities understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

**SCOPE**

This policy applies to all individuals who work, volunteer or intern with The Catholic Charitable Bureau of The Archdiocese of Boston, Inc. (“Catholic Charities”)

**POLICY**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else’s web log or blog, journal or diary. Personal web sites, social networking or affinity web site, web bulleting board or a chat room, whether or not associated or affiliated with Catholic Charities, as well as any other form of electronic communication.

The same principles and guidelines found in Catholic Charities policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, volunteers and interns or otherwise adversely affects clients, suppliers, people who work on behalf of Catholic Charities including volunteers and supporters or Catholic Charities legitimate business interests may result in disciplinary action up to and including termination of employment or engagement with Catholic Charities.

**Know and follow the rules**

Carefully read these guidelines, Catholic Charities Statement of Ethics Policy, Catholic Charities Discrimination and Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment or engagement with Catholic Charities.

## **Be respectful**

Always be fair and courteous to fellow employees, clients, volunteers, interns and suppliers or people who work on behalf of Catholic Charities. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers and supervisors or a member of the Human Resource Department rather than posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage clients, employees, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or agency policy.

## **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Catholic Charities associates, employees, clients, suppliers or people working on behalf of Catholic Charities.

## **Post only appropriate and respectful content**

- Maintain the confidentiality of Catholic Charities clients and private or confidential information. Do not post information about clients. Do not take pictures of clients without a signed Catholic Charities Photo/Video Release from the client or guardian. Do not post pictures of or "friend" a client.
- Individuals working in a supervisory role for Catholic Charities should not "friend" an employee(s) that reports to him/her in an employment relationship.
- Employees, volunteers and interns for Catholic Charities should not "friend" a client of Catholic Charities.
- Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to Catholic Charities website without identifying yourself as a Catholic Charities employee, intern or volunteer.
- Employees, volunteers and interns for Catholic Charities should not create a web page or blog about Catholic Charities news and events. Any interest in sharing agency news and event information must be directed to the Communications Department for approval and posting.
- Express only your personal opinion. Never represent yourself as a spokesperson for Catholic Charities. If Catholic Charities is a subject of the content you are



creating, be clear and open about the fact that you are an employee and make it clear that your view does not represent those of Catholic Charities, its clients, volunteers and interns, suppliers or people working on behalf of Catholic Charities.

- If you do publish a personal blog or post online related to the work you do or subjects associated with Catholic Charities, make it clear that you are not speaking on behalf of Catholic Charities. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the view of Catholic Charities.”

### **Using social media at work**

Employees, volunteers and interns are not allowed to access social media sites while on work time or on equipment we provide, unless it is work-related as authorized by the Communications Department, The President or Vice President for Programs. Do not use Catholic Charities email address to register on social networks, blogs or other online tools utilized for personal use.

### **Retaliation is prohibited**

Catholic Charities prohibits taking negative action against any employee, volunteer or intern for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee, volunteer or intern who retaliates against another employee, volunteer or intern for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment or engagement with Catholic Charities.

### **Media contacts**

Employees, volunteers or interns should not speak with the media on Catholic Charities behalf. All media inquires must be reported and directed to the Creative Services Manager, President and Vice President for Programs.

### **For more information**

If you have any questions or need further guidance, please contact the Human Resource Department.

I have read and understand this policy.

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Employee Name (please print)

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Date (please print)

**THE CATHOLIC CHARITABLE BUREAU OF THE ARCHDIOCESE OF BOSTON, INC.**

**TRANSPORTING CLIENTS IN EMPLOYEE OWNED VEHICLE POLICY**

**PURPOSE**

To set forth a policy for employees of Catholic Charities who may have work related responsibilities for transporting a client in their own vehicle during work hours.

**POLICY**

An employee who is responsible for transporting a client in their own vehicle must carry a minimum amount of \$100,000/\$300,000 liability coverage as well as comply with all state laws including but not limited to laws regarding insurance coverage.

The employee is required to provide their immediate supervisor with proof of the required automobile insurance by submitting a copy of their automobile insurance policy at the time of employment and every 6 months thereafter as requested by the supervisor. A photocopy of the current driver's license and automobile registration is also required at the time of employment. A photocopy of the renewed driver's license and insurance must be provided to the supervisor upon renewal. The supervisor is responsible for submitting current copies to the Human Resource Department to be added to the employee personnel file. The employee must provide the supervisor with these documents prior to transporting a client.

The employee shall only transport clients who are authorized by their supervisor. No other individuals are permitted in the automobile during the transport of a client with the exception of the supervisor or an employee designated by the supervisor, and only if necessary. If an automobile accident or incident occurs during a client transport, it must be reported immediately to the supervisor, and to the Human Resource Department.

The employee shall not text through the use of a cell phone or other electronic device while the automobile is in operation.

The employee shall not hold and talk on a hand held device while operating the automobile and shall refrain from accepting calls that are not related to the client.

The employee shall use a seat belt while the automobile is in operation while transporting a client.

Failure to comply with this policy may lead to disciplinary action up to and including termination of employment.

**THE CATHOLIC CHARITABLE BUREAU OF THE ARCHDIOCESE OF BOSTON, INC.**

**TRANSPORTING CLIENTS IN EMPLOYEE OWNED VEHICLE POLICY**

**ACKNOWLEDGEMENT**

I acknowledge receipt of Catholic Charities Transporting Clients Policy. I acknowledge that I have reviewed this with my supervisor and understand that I may contact a member of the Human Resource Department for further discussion. I understand and agree that my employment may end with or without prior notice if I fail to follow and sign this policy.

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Employee Signature

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Date Read and Signed

\*This form is to be retained in the employee personnel file.