

PARISH EMPLOYEE & VOLUNTEER TRAINING REQUIREMENT FLOW CHART (FORM 644-K)

Applicable to the following individuals working and/or volunteering at a PARISH in the Diocese of La Crosse.

- All paid staff members within the Diocese of La Crosse must submit a background check.
- All volunteers within the Diocese of La Crosse that are 16 years of age and older AND have consistent contact with children must submit a background check prior to service prior to service.
 - Consistent contact with children is determined at the discretion of each location's Safe Environment Coordinator and the Diocese of La Crosse Office of Safe Environment.

• ADULTS (18 years of age & older)

Paid individuals 18 & over will be subject to both a basic background check and a comprehensive fingerprinting background check. Additionally, Adult Safe Environment Training & Verification paperwork must be completed prior to participation.

Individuals who are helping the parish in a volunteer capacity and are unpaid for their assistance

1. Submit basic criminal background check (Form 644-A). Renew every five (5) years.
2. Watch Safe Environment Video available on the Safe Environment Page on the Diocesan Website.
3. Complete Safe Environment Training Slideshow & Survey. This training will review the "Red/Green Book" and the Diocese of La Crosse Code of Conduct. Renew annually.
4. Submit Safe Environment Training Verification (Form 644-B). Renew annually.
5. Submit Confidential Questionnaire. Included in SE Training. Renew annually.

Individuals who are paid or receive a stipend for their assistance to the parish

• MINORS (17 years of age & younger)

- Volunteers 15 years of age & younger
1. Protect & Heal Student Training

- Minors 16 or 17 years of age
 - ALL paid minors
1. Background Check: Form (644-A) must be resubmitted as an adult after turning 18.
 2. Protect & Heal Student Training



DIOCESE of LA CROSSE

1. Submit basic criminal background check (Form 644-A). Renew every five (5) years.
2. Watch Safe Environment Video available on the Safe Environment Page on the Diocesan Website.
3. Complete Safe Environment Training Slideshow & Survey. This training will review the "Red/Green Book" and the Diocese of La Crosse Code of Conduct. Renew annually.
4. Submit Safe Environment Training Verification (Form 644-B). Renew annually.
5. Submit Confidential Questionnaire. Included in SE Training. Renew annually.
6. Submit comprehensive background check via 2 fingerprint cards. This process is done at a local sheriff's station via appointment. Print cards can be acquired prior to visiting station from parish Safe Environment Coordinator. One time.