



Dear Parents

Thank you for being a part of the St. Francis of Assisi School Family! As you know we do ask for our families to volunteer throughout the year. **As of July 1, 2019 every person volunteering in a Diocesan School must fulfill the following requirements before you begin your work with minors:**

1. Complete a Volunteer Application;
2. Complete background checks for all states in which you have resided during the past 5 years. Massachusetts residence have different forms can send upon request.  
**This form must be signed in front of a Notary Public.**  
(This takes up to 3 weeks to get back from Concord, NH)
3. Complete child abuse awareness training online through the CMG-Safe Haven training site;
4. Read and acknowledge our diocesan Code & Policy (you will complete this at the end of your online training).

**\*\*Volunteer eligibility is contingent upon the results of the background checks. \*\***

I have attached all necessary forms and instructions for the Safe Haven online training. If you should have any questions please contact me.

Thank you for your cooperation and have a fabulous summer!

Donna Lucinskas  
Safe Environment Coordinator

# **Volunteer Application<sup>1</sup>** **Please complete in full and print your answers.**

**Name**

First	Middle	Last
List any <del>other</del> names you have been known by, including maiden <del>and</del> nicknames		
Date of <del>birth</del> <sup>2</sup>	Phone	Email <del>address</del>

**Address**

Street	Unit/Apt. #
Town	Zip Code
Mailing Address (if different from above)	
Have you resided in any states other than NH during the past 5 years? (circle)    Yes    No If yes, list all states:	

**Position**

Indicate the parish, school, camp, or ministry in which you wish to volunteer (include the city or town):
Indicate the position you are seeking:

**The following questions are only for adult volunteers who regularly work with minors:**

Have you ever committed, been arrested or been convicted of physical or sexual abuse or neglect of a minor (person under age 18) or a vulnerable adult (person who is 18 or older and who is particularly susceptible to manipulation because of a mental or physical disability) that has not been annulled by a court? (circle)    Yes*    No
Have you ever been subject to any court order involving an allegation of sexual, physical, or verbal abuse of a minor or a vulnerable adult? (circle)    Yes*    No
*If you answered yes to either of these questions, please provide an explanation on a separate sheet of paper and attach it to this form.
<b>For adult <u>parish</u> volunteers who regularly work with minors (does not apply to Scout volunteers):</b> Have you been registered at the parish for 6 months or more? (circle)    Yes    No (If "no," you must provide a written recommendation from a pastor or a parish supervisor from your previous parish in order to work with minors.)

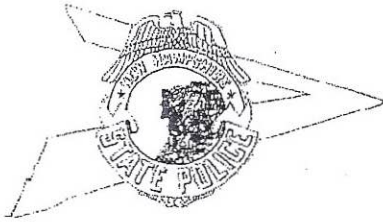
By signing this form, I certify that the information contained herein is true to the best of my knowledge and belief. I authorize the Roman Catholic Diocese of Manchester to investigate the information contained on this form, including my criminal conviction record. I understand that it is my obligation to notify my pastor, principal, or director within 14 days if I am arrested or convicted of a crime after signing this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Volunteers who regularly work with minors must undergo background screening and training in addition to completing this volunteer application form.

<sup>2</sup> Date of birth is requested for identification purposes only.





State of New Hampshire  
Department of Safety  
**DIVISION OF STATE POLICE**  
Central Repository for Criminal Records  
33 - ~~sen~~ Drive, Concord, NH 03305

**CRIMINAL RECORD RELEASE AUTHORIZATION FORM**

**SECTION I**

PLEASE TYPE OR PRINT CLEARLY. ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME \_\_\_\_\_  
LAST (MAIDEN/ALIAS) FIRST MI

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

DATE OF BIRTH \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_ SEX \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

PURPOSE OF RECORD: ☐ Housing ☐ Employment ☐ Annulment/Expungement ☐ Other: Volunteer

My signature below certifies I am the individual listed above and that the information provided is true.

YOUR SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_  
Signed under penalty of unsworn falsification pursuant to RSA 641:3.

**SECTION II**

IF RECORD IS TO BE MAILED TO YOU, OR RECEIVED BY SOMEONE OTHER THAN YOURSELF,  
**ALL OF SECTION II MUST BE COMPLETED**

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

MARY ELLEN D'INTINO DIOCESE OF MANCHESTER  
NAME OF PERSON/FIRM TO RECEIVE RECORD

ADDRESS 153 ASH STREET MANCHESTER NH 03104  
STREET CITY STATE ZIP CODE

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Affix Seal) (Comm. Exp.)

Mary Ellen D'Intino DIOCESE OF MANCHESTER DATE  
SIGNATURE OF PERSON/FIRM TO RECEIVE RECORD

NOTE: A ~~\$25.00~~ fee is required for each request - make checks payable to: State of NH - Criminal Records.

DSSP256 (Rev. 05/12) PARISH/SCHOOL: \_\_\_\_\_ TOWN: \_\_\_\_\_

CHECK ONE: ☐ PARISH EMPLOYEE ☐ PARISH/SCHOOL VOLUNTEER

☐ NEW ☐ RENEWAL (4 years)

**Thank You for Your Work with Children!**

**INSTRUCTIONS FOR ONLINE TRAINING, SAFE HAVEN:**

- Go to <https://manchester.cmgconnect.org>
- Click on "Register for a New Account" and provide the requested information.
- Click "Start Curriculum." The steps you need to complete will be listed on the left hand side of your screen. You must proceed in the order in which they are listed. Once a section or step is completed it will show as "Done."
- **IMPORTANT:** There are 3 videos. Once you begin watching a video, you must watch it through to the end. Once a step is marked "Done", you may leave the training and log in to complete the remaining steps another time.
- Once you completed all of the assigned steps, you can access your Certificate of Completion by going to the training dashboard and clicking "Download Certificate."