



Diocese of  
Green Bay

## Safe Environment Policy on Supervised Volunteers

The Diocese of Green Bay is committed to creating, providing, and maintaining safe environments in all its parishes, schools, and other institutions. Safe environments are essential so that all persons, especially children, and individuals at risk, will be protected from harm.

This policy allows volunteers in a parish, school or Catholic institution that are unable to obtain a Social Security number, the ability to be active as a volunteer in the parishes and schools. They will be referred to as supervised volunteers.

If a supervised volunteer is involved in a ministry that has contact with children, young people and individuals at risk, the supervised volunteer is required to:

- Register at [www.virtus.org](http://www.virtus.org) to complete an online application.
  - The applicant will be asked to provide three (3) references.
  - If the applicant does not have a Social Security number, please click on the box next to the Social Security number field and enter 9's.
- Complete all sections. This includes reading and acknowledging the Diocesan Code of Pastoral Conduct for Volunteers.
- Submit the application.
- Once the application is submitted, please complete the VIRTUS Adult Online Awareness Training Session. ([www.virtus.org](http://www.virtus.org))

Since the supervised volunteer is not able to provide a Social Security number, a limited background check will be run. A limited background check is not a complete background check; thus, the supervised volunteer will not be allowed to volunteer in an unsupervised environment. Supervised volunteers may never be left alone with children or individuals at risk and must always be supervised by a parish/school employee or volunteer that has met all safe environment requirements (a completed and approved background check, completed online safe environment training and have signed either the Our Promise to Protect for employees or the Diocesan Code of Pastoral Conduct for Volunteers).

An adult who is fully safe environment compliant must sign an agreement to supervise a volunteer that falls under the supervised volunteer policy. The agreement to supervise a volunteer that falls under the supervised volunteer policy must be signed every year or each time a new supervisor is required. **A copy of the signed Supervisor form must be sent to the Office of Safe Environment.**

Failure to comply with these requirements will result in the removal of the person from ministry or the denial of volunteer service within the diocese.

This policy is in compliance with *The Charter for the Protection of Children and Young People and the Essential Norms, Statement of Episcopal Commitment*. (United States Conference of Catholic Bishops, 2002, revised 2005, 2011 and 2018.)



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## Supervision of a Volunteer - Agreement Form

I agree to supervise \_\_\_\_\_ during the activity or duties of  
(Name of volunteer)

\_\_\_\_\_ at \_\_\_\_\_  
(Name volunteering activity) (Name of parish/school and location)

I have fulfilled all the requirements pertaining to the Safe Environment policies of the Diocese of Green Bay.

- \_\_\_\_\_ (initial) Attended a VIRTUS Protecting God's Children Awareness Session
- \_\_\_\_\_ (initial) Have an approved current Diocese of Green Bay Background Check
- \_\_\_\_\_ (initial) Signed a diocesan Code of Conduct

\_\_\_\_\_  
(Name or supervising volunteer – PRINT)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**A copy of the signed Supervisor form must be sent to the Office of Safe Environment.**