

**St. Charles Borromeo Catholic Community  
Middle School and High School Youth  
2019 VACATION BIBLE SCHOOL  
Volunteer Application & REGISTRATION**



**Many of you have already said yes to this Ministry of VBS. Thank You! And many of you participated last year and we wanted to extend the invitation to participate again this year.**

**Please complete the attached forms (including 1 page VBS volunteer application, 2 pages parental permission forms and 2 pages form from the diocese). Please get them back to Antony, Ed, Margaret, or Faith Formation Office by May 15<sup>th</sup>.**

**WHEN: JUNE 17<sup>th</sup> – 21<sup>st</sup>, 2019**  
**June 17 (Monday) 12noon, June 18-21 (Tuesday–Friday) 12:30 PM**  
**Crew Team gathers ½ hour before the children arrive.**  
**FRIDAY NIGHT FINALE AND BBQ-Potluck - 5:00 PM**

**WHERE: ST. CHARLES BORROMEO**  
**1315 Lomitas Ave.**  
**Livermore, CA**  
**(925) 447-4549 ext. 116.**

**WHO: All High School and Middle School students who would like to share God's love with the younger children of our community as a Crew Leader, Station helper, Song leader, Skit leader, Actor, Technical staff, etc... (Jobs will be chosen at orientation).**

**WHAT: This is a great way to get involved in our Parish Community and make a difference. It also counts as service hours for Confirmation Candidates.**

Note the following dates: All teen volunteers are required to attend these meetings as well as the week of VBS. If you have conflicts with ANY of these dates please make a note on the application.

## **IMPORTANT DATES FOR TEEN VOLUNTEERS** **(KEEP THIS SHEET FOR YOUR REFERENCE)**

- 1) **Orientation:** Monday, May 13, 7:00-8:30PM @ Borrromeo Hall  
or Wednesday, May 15, 7:00-8:30 PM @ Borrromeo Hall
- 2) **Retreat/Training:**
  - **PART 1**  
Monday, May 20 from 6:45-8:30 PM @ Borrromeo Hall  
or Wednesday, May 22 from 6:45-8:30 PM @ Borrromeo Hall
  - **PART 2**  
Tuesday, May 28 from 6:45-8:30 PM @ Borrromeo Hall  
or Wednesday, May 29 from 6:45-8:30 PM @ Borrromeo Hall
- 3) **Decorating:** Thursday & Friday, June 13-14 from 2:00pm to 5:00pm
- 4) **Teen Gathering:** Friday, June 14 from 1:00-2:00 PM @ Youth Room  
or Sunday, June 16 from 12:30-1:30 PM @ Youth Room  
(to pick up shirts and final review)
- 5) **VBS: June 17-21, 2019**
  - June 17 (Monday), 12noon-5:30pm
  - June 18 & 20 (Tuesday & Thursday) 12:30pm-5:00pm
  - June 19 (Wednesday) 12:30pm-6:00pm
  - June 21 (Friday) 12:30pm-7:30pm Includes BBQ & Help Clean up
- 6) **Finale & BBQ: FRIDAY NIGHT BBQ-Potluck (Parents are welcome, must RSVP)**  
June 21, 5:00 PM
- 7) **VBS Songs** Sunday, June 23, @ 9:30am Mass  
Help with children present VBS Songs during Mass  
Don't forget to wear your VBS shirt!



**St. Charles Borromeo Catholic Community  
Middle School and High School Youth  
2019 Vacation Bible School Volunteer Application**

**PLEASE COMPLETE ALONG WITH PARENTAL PERMISSION & DIOCESE FORM**

Print clearly and use name you like to go by,

First name \_\_\_\_\_ Last name \_\_\_\_\_ **current grade (2018-19)** \_\_\_\_\_ gender \_\_\_\_\_ date of Application filled out \_\_\_\_\_

Adult Shirt size (circle one):            S        M        L        XL        (allow for shrinkage)

Mailing address include Zip: \_\_\_\_\_

Your Cell Phone # \_\_\_\_\_ Your Email \_\_\_\_\_

Parent's Name and Email \_\_\_\_\_

Have you helped with VBS at St. Charles or elsewhere?        Yes        No

When \_\_\_\_\_ Where \_\_\_\_\_

Reasons for volunteering this year. You can circle more than one:

I like to teach kids.

I like to share my faith with kids.

Confirmation Service hours

Other \_\_\_\_\_.

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- 7) **VBS Songs**        **Sunday, June 23, @ 9:30am Mass**  
Help with children present VBS Songs during Mass  
Don't forget to wear your VBS shirt!

If you have a conflict with any of the meetings, please list them and the reason.

Please fill out Parental Permission & Diocese Form and return all forms to:

**St. Charles Borromeo VBS  
ATT: Youth Helper Application  
1315 Lomitas Ave. \* Livermore, CA. 94550**

Thank you for helping to make this VBS FUN AND FABULOUS!  
**(complete & return this page 1/4)**

**Diocese of Oakland**  
**Office of Youth and Young Adult Ministry**  
**PARENTAL PERMISSION, HEALTH AUTHORIZATION, RELEASE FORM**  
**THERE MUST BE A COPY OF THIS FORM AT ALL FAITH FORMATION/YOUTH MINISTRY ACTIVITIES**

Child's Name \_\_\_\_\_ Parish \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Number \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY PERSON OTHER THAN PARENT/GUARDIAN:

Name \_\_\_\_\_ Phone \_\_\_\_\_

**HEALTH AND MEDICAL INFORMATION**

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Medical Plan \_\_\_\_\_ Plan Number \_\_\_\_\_

Do you authorize the adult leader to authorize medical treatment for your child in an emergency, as considered necessary by the attending physician? \_\_\_\_\_ Yes \_\_\_\_\_ No

State any reasons why you do not want medical care given to your child in an emergency:

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

List all conditions (such as allergies, seizures) for which your child requires ongoing medication and state the type of frequency medication given: \_\_\_\_\_

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

Has your child had difficulty with the following (circle all that apply):

Asthma	Fainting Spells	Convulsions	Diabetes	Heart
Eyes	Ears	Nose	Throat	Lungs
Digestion	Menstrual Problems			
Other	_____			

List any physical restriction(s) or restriction(s) for any activity on the basis of medical condition: \_\_\_\_\_

\_\_\_\_\_

State the date of your child's last physical examination: \_\_\_\_\_

(COMPLETE BACK OF FORM)

**(complete & return this page 2/4)**

**PARENTAL PERMISSION AND ACKNOWLEDGEMENT OF  
CONDITIONS FOR PARTICIPATION IN PROGRAM**

I/We, parent(s) or authorized guardian(s) of the child named above give permission for his/her participation in the **Vacation Bible School Volunteer May 13, 2019 thru June 23, 2019 at St. Charles Borromeo** and all related activities, including but not limited to transportation to and from this youth ministry event.

I/We agree to direct my/our child to cooperate and comply with reasonable directions and instructions from Faith Formation and/or Youth Ministry staff or adult volunteer leaders.

I/We agree to be responsible for all medical expenses relating to injury of my/our child as a result of his/her participation in this event, whether or not caused by the negligence of the parish, faith formation and/or youth ministry program employees, agents or volunteers or other participants.

I/We understand that youth participating in faith formation and/or youth ministry events risk injury to the body, psyche or property damage to themselves and others. Such injuries can be caused by other persons or accidentally or intentionally self-inflicted, faulty equipment or facilities, conditions of recreational facilities, vehicles accidents while in transport or through the activity itself.

**RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

In consideration for being permitted to participate in the **Vacation Bible School Training/Camp May 13, 2019 thru June 23, 2019 at St. Charles Borromeo**, use of the equipment provided and to enter the premises or facilities of the Diocese of Oakland (Diocese) for any purpose including observation and participation in activities, the parent(s) or guardian(s) for him or herself and any successors in interest and on behalf of the minor child agrees:

1. To release, waive, discharge and promise not to sue the Diocese of Oakland, and its affiliated entities, its officers, directors, employees, agents and volunteers (hereafter referred to as "Releasees") from all liability for any loss or damage, and any claim or demands therefore on account of serious or mortal injury to the body, injury to psyche or property of the minor child, or undersigned parent(s) or guardian(s), whether caused by negligence or other conduct by the Releasees while the minor child, parent(s) or guardian(s) is participating in this event or in, upon or about the premises of the Diocese or any of its facilities or equipment.
2. To indemnify and hold harmless the Releasees from any loss, liability, damage or cost it may incur due to the presence of the minor child, parent(s) or guardian(s) in, upon or about the premises of the Diocese, its facilities or equipment, or while participating in the **Vacation Bible School Training/Camp May 13 2019 thru June 23, 2019 at St. Charles Borromeo**, whether caused by the negligence of Releasees or otherwise.
3. That the parent(s) or guardian(s) has/have read this Agreement, voluntarily signs the Agreement and that no oral representations, statements or inducements apart from the contents of this written Agreement have been made.

**Model Release Statement**



I hereby (circle one) GRANT/ DECLINE permission for my child(ren) named on this form to be photographed and/or videotaped during Youth Ministry & Faith Formation Activities and events; and for the resulting photographs and/or videotaped footage to be edited, if necessary, and be published and/or broadcast (newspaper, church bulletin, church/diocesan website, etc) for the purpose of promoting the activities of St. Charles Borromeo.

I have read this Agreement and understand everything written above.

\_\_\_\_\_  
Signature of Parent or Guardian

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

Date \_\_\_\_\_

**(complete & return this page 3/4)**

**DIOCESE OF OAKLAND**  
**Commitment to Ethical Conduct for Volunteers/Workers Under the Age of 21**  
**Working with Younger Children**

I promise to follow faithfully the rules and guidelines in *the Diocese of Oakland Code Ethical Conduct for Volunteers/Workers Under the Age of 21 Working with Younger Children* as a condition of my ministry to the children and youth of our Diocese.

I understand that any action inconsistent with the *Diocese of Oakland Code of Ethical Conduct for Volunteers/Workers Under the Age of 21 Working with Younger Children* or any failure to take action mandated by the Code may result in my removal from my position of ministry with minors.

I further understand that I may, as a condition of continuing in my ministry, be required to participate in education and training provided by the school/parish in which I work.

**Printed Name of Volunteer or Worker** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No. (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

We are the parents/legal guardian(s) of \_\_\_\_\_ We have received and support *the*

*Diocese of Oakland Code of Ethical Conduct for Volunteers/Workers Under the Age of 21 Working with Younger Children* and we have reviewed it with the minor/young person. We understand that the Diocese of Oakland has a responsibility to provide a safe environment for all of its young people and we know of nothing in this person's background that would make him/her unsuitable to work the minor age children.

**Print Name of Parent/Legal Guardian(s)** \_\_\_\_\_

**Signature(s) of Parent/Legal Guardian(s)** \_\_\_\_\_

**Date** \_\_\_\_\_

Please direct any questions to Diana Bitz, Coordinator of the Safe Environment Project for Children of the Diocese of Oakland – 510 267-8315. Return this form to your parish Safe Environment facilitator or the Supervisor of your ministry.

Updated: 9/2013

**(complete & return this page 4/4)**

## **DIOCESE OF OAKLAND CODE OF ETHICAL CONDUCT FOR MINORS VOLUNTEERING OR WORKING WITH YOUNGER CHILDREN**

To ensure the safety of children in the Diocese of Oakland, all minors who volunteer or work at a parish and/or school site must review these boundary guidelines before undertaking ministry in the Diocese of Oakland, and must sign the Code of Conduct form to verify that they understand their obligations.

**You are about to begin what could be a lifelong commitment to working or volunteering in the Church. It is a privilege to help to carry on the mission of Jesus, one that no one takes lightly. As a minor yourself, it is important that you follow certain rules and guidelines, both for your protection and for the protection of those to whom you minister. The Church takes the issue of misconduct very seriously. Certainly any instance of misconduct will be evaluated carefully and you are urged to report any instances of misconduct that you see to the adult in charge of your area of service. Your own conduct must be beyond reproach. You have a responsible position within your parish and you should live up to the expectations of trust that have been placed in you.**

### **CODE OF CONDUCT FOR MINOR WORKERS/VOLUNTEERS**

1. I must always be aware of my own protection and the protection of those with whom I am working.
2. I must never be alone with a younger child in my care.
3. I must never transport a younger child in my care.
4. When on an outing with younger children there must be two adults present at all times.
5. I am not to access locker rooms, shower rooms and dressing rooms where younger children are in my care unless an adult is present.
6. I am not to accompany a younger child in my care into a restroom without an adult present unless the circumstances make it unavoidable.
7. I must never have physical contact with younger children in my care, except as appropriate in connection with my duties.
8. I must never use inappropriate language when working with younger children.
9. I must never be involved with the illegal possession and/or illegal use of drugs and/or alcohol.
10. I must never use physical force or demeaning language in disciplining younger children in my care.
11. I must never take advantage of a younger child in my care.
12. I am aware that Diocesan guidelines on reporting child abuse are to be followed without exception.

The Diocese of Oakland is grateful for the service you provide. These guidelines are meant for your protection and for the protection of the children you serve. Whenever you have questions or are uncertain about what is required, ask the adults with whom you work.