

Dear Volunteer,

Thank you for continuing to serve as a volunteer at **PARISH/SCHOOL**. As you know, **PARISH/SCHOOL** and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and archdiocesan Catholic schools will be using *Shield the Vulnerable*, a new compliance management system that will allow all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

1. As a returning volunteer, please register as a **PARISH/SCHOOL** volunteer at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).
2. Though you are a returning volunteer, you are new to Shield the Vulnerable. Therefore, please select: *First-Time Signup*.
3. Select *Catholic Dioceses*.
4. Select *Baltimore Archdiocese*. Then select *Confirm*.
5. You will then see a letter from Archbishop Lori. After reading his letter, select *NEXT*.
6. **User Login Data** section: You will **create** your own login-ID and password. Once all requested information is completed, select *Next Step*.
7. **Affiliation** section: Select *Volunteer* as User Type.
8. Select the appropriate Location Type, Where Located, and Location Name.
9. Because you are working with children, select *Substantial contact w/children*. However, if you also will be driving children as part of your volunteer service, then select *Drivers with contact*. Then select *Next Step*.
10. You will be asked, "Do you volunteer at another location?" If you will be serving at another location, repeat steps 6-8 for that location.
11. **Application Info** section: You will be asked, "Are you a new volunteer?" Select *No*.
12. Answer the three questions for volunteers/employees and provide three references. Since your references were checked previously, they will not be checked at this time. However, you must complete this field in order to move to the next step. Then select, *Next Step*.
13. **Summary/Confirm** section: Review your information. If it is correct, select *Accept* and then *Confirm Signup*.
14. **Background Check Registration/Criminal History Screening**: Once you have registered, you will be asked for the date of your last criminal history screening. If you have been screened within the last five years, you should **not** be rescreened at this time. For your date of screening, please indicate **xx/xx/xxxx**.
15. If you have not been screened within the past five years, complete the background check form and authorization. Enter your electronic signature, then choose *I Consent to the Background Check* or *I DO NOT Consent to the Background Check*. (If you do not consent to the renewal of the background check, you may no longer serve as a volunteer who will have substantial contact with children.)

16. **Protect the Children: STAND online training:** Because of our continuing commitment to our children and youth, the new policy requires that volunteers with substantial contact with minors, all employees, and all clergy renew this safe environment training (*Protect the Children: STAND*) every five years. Volunteers who completed training prior to 2009 are required to complete the training by March 31, 2015. You will be required to take the training again when you are scheduled to be rescreened and then once every five years thereafter.
17. Once you have finished the training, you will be asked to read and answer questions about the newly revised *Code of Conduct for Church Personnel in the Archdiocese of Baltimore* and *A Statement of Policy for the Protection of Children and Youth*. The original versions of these landmark documents were introduced over a decade ago.

Thank you for your service to our Church and especially for your commitment to the children and youth. Please contact **SCREENING COORDINATOR**, our screening coordinator, at (xxx) xxx-xxxx if you have any questions.

Peace of Christ,

**Pastor/ Principal/ or Screening Coordinator**