



Catholic Charities
of Los Angeles, Inc.

Mission Statement
Catholic Charities is committed to manifesting Christ's spirit by collaborating with diverse communities, providing services to the poor and vulnerable, promoting human dignity, and advocating for social justice.

Volunteer Application

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Cell: _____ Email: _____

Date of Birth: _____

Emergency Contact _____
Name *Relationship* *Phone*

Email: _____

Interests and Skills

What type of tasks/activities are you interested in doing? _____

Is there a specific program/location within Catholic Charities in which you desire to volunteer? _____

Other languages that you speak, read or write? _____

Additional Information

Ethnicity (Optional)

American Indian/Alaskan Asian/Pacific Islander Black/African American

Hispanic/Latino White/Caucasian Other

Female Male

References

Please list one personal and one professional reference.

Personal _____
Name *Relationship* *Phone*

Professional _____
Name *Relationship* *Phone*

What guided you to Catholic Charities of Los Angeles (CCLA) for Volunteer opportunities?

Church Website Court Ordered Program

Word of Mouth Advertisement CCLA Employee

Other _____

Volunteer Availability

Please mark the days/times you are available to intern.

Write specific time restrictions if applicable.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AM: 8:30-12:00							
PM: 12:00-5:00							
Eve: After 5:00							

Length of Commitment

- 3 months
 6 months
 9 months
 other

Required Hours

*Please complete this section **only if you have required hours to complete.***

1. Why are you required to complete volunteer or community service hours?
 - Religious Education (e.g. Confirmation class)
 - Court-ordered Community Service
 - High School Requirement
 - College/University Requirement
 - Other (please explain) _____

2. What date do you need to complete your hours? _____

Email to JBatiste@CCharities.org or contact James Batiste, Director of Volunteer Services, at 213-251-3421.

Office Use Only

Type of Volunteer:
 Registered
 Community
 Occasional

Site: _____ Program Number: _____ Region: _____

Volunteer Site Supervisor: _____ Phone Number: _____

Volunteer Site Supervisor: _____ (signature) Date: _____

Director of Volunteer Services: _____ (signature) Date: _____

TB Test Required:
 No
 Yes - Date Obtained: _____

Background Check Required:
 No
 Yes - Date Obtained: _____

Cleared
 Did not clear

Live Scan Required:
 No
 Yes - Date Obtained: _____

Cleared
 -Did not clear



Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth

Revised: 1/12/06 ~ 8/20/07 ~ 10/17/11

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – Middle and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

Code of Conduct for Student Workers/Volunteers

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment.

As a student volunteer, I will:

- Understand, respect and support the values of Christian charity and tolerance.
- Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church.
- Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity.
- Safeguard at all times children or other youth entrusted to my care.
- Avoid situations where I am alone with a child/youth.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my supervisor aware of it so that the matter can be resolved, including by reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a student volunteer, I will not:

- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by anyone towards a child/youth.
- Fraternize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.



We, the undersigned, have read and understand the Archdiocese of Los Angeles **Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth**, and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent/guardian.

Print Name: _____ **Position:** _____

Signature of Youth Volunteer: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Signature and Title of Witness: _____ **Date:** _____