

# Volunteer Screening Checklist



## HIGH RISK MINISTRY CHECKLIST

<b>Applicant Name</b>		<b>Volunteer start date</b>	
<b>Ministry Position</b>		<b>Volunteer end date*</b>	
<b>Parish Screening Coordinator</b>		<b>Reason</b>	<input type="checkbox"/> Moved <input type="checkbox"/> Deceased <input type="checkbox"/> No longer active in high-risk area

<b>SCREENING STEP</b>	<b>DATE COMPLETED OR RECEIVED</b>	<b>NOTES</b>
Volunteer Application Form		
Review of Ministry Position Description		
Interview**		
References**		
Police Check***		
<i>Online E-PIC</i>		
<i>Paper Consent EPIC</i>		
<i>Other</i>		
Volunteer Orientation and Training: <ol style="list-style-type: none"> <li>Mandatory Archdiocese of Toronto Training Including: Code of Conduct, AODA and Human Rights (OHRC)</li> <li>Standard Parish/Ministry Orientation &amp; Training</li> </ol>		
Volunteer Guidelines: Signed Acknowledgement & Agreement		

\* Send files of volunteers inactive for 5 years to the Catholic Pastoral Centre (1155 Yonge Street, Toronto, ON) where they will be archived for legal purposes

\*\*Make note if exemption policy is applied

\*\*\*No police check required for minors under 18 years old