

OPCYP Volunteer Policy Update Instructions

Bishop Burbidge promulgated an updated *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* (Policy) on January 1, 2020. The Policy update was necessary to include updates in civil law, canon law, and Church documents that relate to child protection.

The Diocese requires all volunteers to acknowledge that you have ***received*** an updated policy.

Attached to this email you received from your parish or school liaison is a copy of the policy and an acknowledgement page (last page). This acknowledgement page requires you to provide basic identifying information and an electronic signature. You **must** use **Adobe Reader**, which is free on your computer or mobile device.

Instructions:

- Open the attached PDF.
- Go to the last page which is Attachment D.
- CHECK "I am a volunteer"
- For the line, "Volunteer/Seeking to Volunteer at", type where you are serving.
- Enter your last name, first name, and middle initial.
- Enter the last 4 digits of your Social Security Number or ITEN.
- Enter today's date.

CLICK fill and sign. This will allow you to move your signature to the bottom to the signature line.

CLICK Submit.

CLICK Continue.

CLICK Finish. This will automatically attach the document to an email with the proper email addresses already loaded in the address section. We encourage you to send it as an encrypted email if this makes you more comfortable. Instructions to encrypt an email may be found in the help section of your email program.

NOTA BENE:

1. If the **signature block** has been removed, Adobe Reader will allow you to sign the document with a signature button under the Tools drop-down box. Please see the graphic on the second page for additional assistance.
2. If your **submit button** does not work, some firewalls and antivirus programs strip the coding, save the document, attach it to an email and send it back to your liaison.
3. If your firewall or antivirus program has **removed all the fillable fields**, feel free to print the form, complete and sign it with a pen, scan or take a picture of it and email it back to your liaison.

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Sign In

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Fill & Sign **Sign** Next Close

1

To add a signature, click at the 'sign' icon - circle in red

Please check one or both, if appropriate:

☒ I am a volunteer working with children or seeking to be a volunteer working with children.

☐ I am an employee or seeking employment.

Please indicate the PARISH, SCHOOL, or DIOCESAN ORGANIZATION for which you are:

a Volunteer/Seeking to Volunteer: THE GREAT KINDOM OF GOD

an Employee/Seeking Employment: _____

Last Name, First Name, MI: JOHN NMN SMITH

Social Security No. (last four digits only): XXXX - XX - 0000

Signature Date 05/14/2020

If you are a Catholic priest or deacon, please indicate the following:

Month	Day	Year	Country of birth (origin)
Date of birth: _____			
Ordination: _____			

If you are a member of a religious order, initials of the order: _____

Religious name if appropriate: _____

Submit

2

You can select "add a signature" this will allow you to type your name or draw a signature