Appendix VII
Youth Volunteer/Employee Acknowledgement

Dear Parents/Guardians of students:

Your child has requested to volunteer or become employed with the Catholic parish or school program.

All youth volunteers/employees will be asked to complete safe environment lessons through the Safe Environment Office at the Diocese of Gallup. Any youth who is employed will also be asked to review the Diocese.of.Gallup.Policy.and.Procedures.for.the.Protection.of.Minors and sign a.Diocesan.Code.of.Ethics. We ask that you review the second page of this permission form which provides an abbreviated portion of the Code.of.Ethics.and.Interactions.and.Behaviors.from.the.Policies.and.Procedures.for.the.Protection.of.Minors¡.. Please retain that page.

Youth volunteers/employees work in conjunction with adult supervisors. The youth volunteers/employees are required to abide by the rules and requests established by the program supervisor.

The following information is from the Diocese.of.Gallup.Policies.and.Procedures.for.the.Protection.of.Minors¿

Minors participating in service are an important part of many activities of our Diocese. This includes peer leaders and minors serving other minors. Following are standards for their service:

1. All minors who are volunteering or are employed must attend an age/grade appropriate Safe Environment Education session or have an "Opt-out" letter. Documentation must be kept on file.
8¡ Minors who volunteer or are employed must sign a Diocesan Code of Ethics, be familiar with the.Policies.and.Procedures.for.the.Protection.of.Minors and have submitted a signed parental consent on the Youth Employee Acknowledgement.
9¡ All other minors in recognized positions of service (i.e. altar servers, etc.) must have a parental consent on the Youth Volunteer/Employee Acknowledgement Form. (Appendix VII)
0¡ Programs for minors shall be supervised or administered by at least two Safe Environment-trained adults.

By signing this document, you are providing permission for your child to be employed or volunteer in the parish or school and you will assist your child in ensuring a safe environment is maintained for all children and youth in the Diocese of Gallup.

_____ _____
Parish/School name Date

_____ _____
Parent name (printed) Parent Signature

_____ _____
Youth name (printed) Age

_____ _____
Youth signature Date

Youth Volunteer/Employee Acknowledgement – Awareness Information

Responsibilities as a youth employee for the safety of minors:

- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with discipline, norms, and teachings of the Catholic church.
- Encourage an environment that is free from all forms of abuse including intimidation, harassment and bullying.
- Immediately report any form of abuse to minors to an appropriate

Expectations of Adult Employees and volunteers while working with youth employees:

Adults can be expected to:

- Always take action in the best interest of the safety of the youth in their presence
- Treat children and youth with respect
- Exercise discipline in manner that does not belittle the youth
- Communicate primarily to the group rather than individuals, especially in electronic media

Adults will not:

- Use tobacco products in the presence of minors
- Possess, use or distribute alcohol or illegal drugs in the presence of youth employees and minors.
- Strike, spank, shake or slap children/youth
- Frighten, humiliate, ridicule, threaten or degrade children/youth
- Possess or distribute pornographic images by any type of media
- Use their authority for their own benefit, particularly at the expense of a child
- Use profanity in the presence of a child
- Touch a child/youth in a sexual or other inappropriate manner such as
    - Any unwanted touch
    - Lengthy or inappropriate front embrace
    - Kisses on the mouth
    - Touching buttock, chest or genital areas
    - Wrestling or tackle football
    - Tickling
    - Massage; either to youth or receive from youth
- Be alone with a child or youth in a closed or private place (behind closed doors)
- Give expensive gifts to youth/children
- Show excessive favoritism toward certain children
- Photograph individual children without parental consent
- Tell off-color or sexual jokes or discuss sexual encounters
- Use texting or other electronic media to arrange personal meetings with children
- Use electronic media to discuss personal or intimate issues with a child

Peer-Leaders

Youths serving as Peer-leaders assume a role with responsibility similar to that as an adult. Therefore, nearly all the expectations for adults apply to them as well. The ultimate goal of a safe environment for youth can only be accomplished through leadership with integrity at all levels.