

Dear Volunteer,

Thank you for your interest in serving as a volunteer at **St. Philip Neri School**. **St. Philip Neri 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 use *Shield the Vulnerable*, a compliance management system that allows all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

Please register as a **St. Philip Neri School** volunteer at www.shieldthevulnerable.org.

1. Select *First-Time Signup*
2. Select *Catholic Dioceses*
3. Select *Baltimore Archdiocese*, then select *Confirm*
4. You will then see a letter from Archbishop Lori. After reading his letter, select *NEXT*.
5. **User Login Data** section: You will **create** your own login-ID and password. Once all requested information is completed, select *Next Step*.
6. **Affiliation** section: Select *Volunteer* as User Type.
7. Select the appropriate Location Type, Where Located, and Location Name.
8. Because you are working with children, select *Substantial contact w/children*. Then select *Next Step*.
9. 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.
10. **Application Info** section: You will be asked, “Are you a new volunteer?” Select *Yes*.
11. Answer the three questions for volunteers/employees and provide three references. Then select, *Next Step*.
12. **Summary/Confirm** section: Review your information. If it is correct, select *Accept* and then *Confirm Signup*.
13. **Background Check Registration/Criminal History Screening**: 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 background check, you may not serve as a volunteer who will have substantial contact with children.)
14. Next you will need to complete ***Protect the Children: STAND*** online training.
15. Once you have finished the training, you will be asked to read the Archdiocese of Baltimore’s child and youth protection policies: *A Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*. You will be asked to answer questions about the policies.

Thank you for your service to our Church and especially for your commitment to the children and youth.

IMPORTANT! Please contact Susie Frazier, our screening coordinator, as soon as you have created your account as she must send reference forms to all of your listed references. Your certification is NOT complete until all references have been returned to us. Please contact Mrs. Frazier at sfrazier@st.philip-neri.org or at 410-859-1212 x201.

Peace of Christ,

Kate Daley, Principal