



Adult Leader Handbook

CUB SCOUT PACK 355

Chartered since 1946 by
OLMC Knights of Columbus #2452
Essex, Maryland

*"... It may not matter what kind of house I lived in,
or what my checking account was.
All that mattered was that I was important
in the life of a boy..."*

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CONGRATULATIONS!

You are privileged to serve as an adult leader in our scout pack. The experiences and fellowship you are about to share will become pleasant memories for years to come.

The boys in our scout pack are very lucky to have worked with some of the finest adults ever to donate their time to youth. The founder of scouting, Lord Robert Baden-Powell, once said that every adult should consider a boy as a camera who takes snapshots of the adult leaders with whom he works.

It is very important, therefore, that you take on the responsibilities of being an adult leader seriously. Your living up to these responsibilities will affect the lives of many boys and young men and it is imperative that such impact be positive. In order to help you get accustomed to the methods of scouting and our pack, this booklet provides guidelines, which we ask our pack leaders to follow.

Not all adults are asked to serve in a capacity, which involves them directly with our scouts. Only those with the personal character and who embrace the high ideals of scouting are privileged to serve. Welcome aboard!

SCOUT OATH

On my honor, I will do my best
To do my duty, to God and my Country
To obey the Scout Law
To help other people at all times
To keep myself physically strong,
mentally awake, and morally straight.

SCOUT LAW

A Scout is
Trustworthy, Loyal, Helpful,
Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty,
Brave, Clean, and Reverent.

These are the two major guidelines of our leaders. They are the same guidelines to which we ask our boys to pledge.

SETTING THE EXAMPLE

The most important thing an adult can do is set a good example for the boys. This example can be as simple as following the rules of the pack or as complex as skillfully handling a behavioral issue.

The scouts expect and look for good examples from those adults who serve as leaders. Providing a good example is the best way to earn their respect. Everything you do comes under the scrutiny of the scouts. There is nothing they enjoy more than catching an adult breaking the rules or setting a poor example.

No one likes the leadership style of "Do as I say, not as I do." Nor do we advocate that style in our pack. We ask all of our adults to strive to follow the exact same rules as were established for the scouts. No better example can be set.

No one leadership skill can do more for you as an adult leader than this single skill: setting a good example. It is difficult and a challenge. However, we ask our boys to meet challenges every day. That is the essence of our program.

HOW WE'RE STRUCTURED

Remember this one perspective - the boys are our boss. If they're not happy and having fun while learning and growing and experiencing adventures, we're not doing our jobs.

All Cub Scout/Boy Scout/Venture Crew units are owned by the organizations that charter them. For simplicity sake, scouting is a franchise. Boy Scouts of America licenses its materials/programs/etc. to franchisees, called "charter organizations" via agreements completed annually. The chartering organization, in our case Our Lady of Mount Carmel Parish, owns the charter and, thus, the operation of the unit (Cub Scout Pack 355). The Executive Officer of Pack 355 is Monsignor Robert Harnett, pastor of OLMC Church and signer of the charter agreement.

Now, Msgr Bob is a busy guy, so Scouting units are set up with an organization such that volunteers manage different parts of the unit. For instance, each chartering organization names a Charter Organization Representative (COR) to act on behalf of the Executive Officer and serve as a liaison between the chartering organization and the scout unit. Our COR is Mr Henry Griffith. All adult leaders in the scouting units must be approved by the chartering organization - that is, Mr Henry must sign the application for every adult leader, or they cannot serve as an adult leader within the Pack or Troop. As adult leaders in the scouting unit(s), we serve at his/Msgr Bob's discretion and can be removed at will.

Within the unit itself there are several "key 3" roles - the COR (Mr Henry), the Committee Chairman (Officer Laron Wilson) and the Cubmaster (Joe Varacalle).

Again, the COR is the liaison between the charter org and the unit (pack).

The Committee Chairman (CC) is the "President of the Parents Committee" - like other leaders, he is appointed by the charter organization. Part of the responsibility of the CC is to ensure the scouting program is being delivered properly in accordance with Boy Scouts of America National requirements AND to ensure that the program is being delivered according to the principles of the charter organization. The CC ensures that there is proper/trained/appropriate leadership in place to deliver the program. Appointment of a leader in charge of delivering the program (Cubmaster) is essential. The Committee Chairman's approval is required on every adult leader application. That is, no adult can serve as a leader without the COR signature/approval, the CC signature/approval... (and the signature/approval of the Council Executive of the local Boy Scout region that processes the application for BSA - in our case the third signature is that of Mr Brian Steger, the Council Executive Officer for the Baltimore Area Council, BSA).

The Committee Chairman has many adult leaders on his/her team that manage things like event planning, fundraising, and leader development. The Pack Treasurer, a member of the committee, is key in the management of the pack. The committee is like a logistics team... the ones that support and fund the operations team.

The Cubmaster has many adult leaders on his/her Program Team - they actually deliver the program - that is, they work with the boys on their achievements and rank advancement. These are the Den Leaders, Assistant Den Leaders and Assistant Cubmasters. The program staff are an operations team... working in the field with the boys. The Cubmaster and Committee Chairman interview and select candidates for the program team and obtain the appointment from the COR.

Finally, dens can be assigned youth leaders from a local Boy Scout Troop to assist in various area of den management. These youth leaders receive special training to hold a role called Den Chief - the role is assigned by the boys Scoutmaster and by the Cubmaster.

UNIFORMS

Wearing the uniform of an adult leader bears significance in our Pack – the youth and families in our Pack are taught that adults wearing the uniform hold an active membership with the BSA and have completed the application process, which includes; agreement with the policies of this leadership handbook, adherence to the BSA and Charter Organization Youth Protection policies, completion of background checks required by BSA and our Charter Organization, and completion of the required training for the leadership role(s) in which they serve. Only adults who are currently registered members of the BSA and have completed the registration process are welcome to wear the Boy Scout uniform to Scouting events and gatherings.

While all registered adult leaders are welcome to wear a uniform, we ask those adult leaders who serve on the Program Team to wear the adult uniform. The boys are encouraged to wear the uniform properly, and we adults working with the boys should do the same.

LANGUAGE AND ACTIONS

Please use every effort to maintain an atmosphere of high moral conduct. Foul language and actions, which may be common in other places, are not acceptable behavior at times and in places where they can be observed by the scouts. Likewise, language and actions that are demeaning have no place in Scouting. Today's society provides enough negative influences in our boys' lives without additional unfortunate examples by adult leaders. Please use language and actions, which follow the guidelines set down by the Scout Oath and Law.

DISCIPLINE AND ACCOUNTABILITY IN SCOUTING

(attributed to Clarke Green - <http://www.scoutmastercg.com/discipline-and-accountability-in-scouting>)

There is discipline and accountability in Scouting but Scout leaders are not disciplinarians.

We are volunteers in the game of Scouting and our job is to mentor and train youth to manage and lead themselves.

When there is a question of accountability – a Scout who is not doing what he is expected to do – leaders can speak to them and encourage them to rise to the occasion. If they don't it is not up to the leader nor the pack to discipline or punish the Scout.

If it's a behavioral problem he's referred to his parents for discipline and punishment.

We don't deal in negative reinforcement.

- We don't hold the threat of punishment over Scouts, that's not our job.
- We don't withhold advancement to teach them a lesson.
- The Scout oath and law are our rules of conduct.
- We don't deal in demerits and suspensions and probation.
-

Two tools are positive reinforcement and constructive discipline. We can inspire, encourage, inform, exhort and support our Scouts. It's the right tool for the job, and it works every time for any boy who wants to be a Scout.

“Discipline is not gained by punishing a child for a bad habit, but by substituting a better occupation, that will absorb his attention, and gradually lead him to forget and abandon the old one.” – *Baden-Powell*

“If a boy is given sufficient positive reinforcement for appropriate behavior, positive behavior will usually continue.” - *Scoutmaster's Handbook*

SMOKING/"VAPING"

The pack understands the need of some adults with respect to smoking. It also understands the right of the scouts and other adults not to be subjected to secondary smoke. Finally, we also have a concern regarding the example that is set by adults who smoke.

The pack policy requires that adults who have the need to smoke do so at all times out of the sight of the scouts. Smoking is not permitted in the meeting hall and should be kept to a minimum at all scout gatherings. Please note that smoking includes the use of electronic cigarettes and "vape" systems.

In seeking out designated "adult areas" of the pack events and camping trips, a smoker does not necessarily fulfill the requirement of being out of the sight of the scouts. Please use discretion if you feel the need to smoke at a scouting event.

DRINKING

Under no circumstances are alcoholic beverages of any type permitted at any activity sponsored by Cub Scout Pack 355. There are no exceptions to this rule. Use discretion while wearing your Scout uniform – entering a bar or liquor store, and certainly consuming alcohol while in uniform, is not permitted.

BADGES AND RANKS

The Cub Scout program encourages young men to work for personal achievement. It is all too easy to "help" these young men along even when they do not wish to be helped along. Boys will advance and earn achievement at varying paces. Each boy is different.

The requirements set down for the boys by the scouting program are written explicitly. Some requirements are easy, while others are challenging. This is intentional. Avoid the temptation to give advancement away. A boy who has had to work hard for something will value his achievement far more than if an award has simply been "given" to him. He may fail many times before he succeeds. But when he does succeed, success becomes that much sweeter.

If you have the opportunity to work with a boy on a badge or other advancement, **STICK TO THE REQUIREMENTS**: no more, no less. He will gain greater respect for you as a leader and for himself as an individual. Adult leaders are not permitted to alter requirements, in fact, we are required to follow the BSA licensed materials as published. Only BSA National, via a request initiated by the Cubmaster, can consider modifying or substituting a requirement under special circumstances.

Finally, remember that the Cub Scout Motto is "Do Your Best". Doing your best means that the boy tries... he may not succeed but he must try. No pass if the boy doesn't try, no matter how much he doesn't want to – boys will surprise themselves by accomplishing things they thought they could never do. For clarity on "Do Your Best", ask the Cubmaster.

A SCOUT IS REVERENT

The Scouting program has a strong basis in religion and believes that it is a vital part of the proper upbringing of young men. Our Lady of Mount Carmel parish sponsors Cub Scout Pack 355 but membership is by no means restricted to boys of the Catholic faith. Many of our scouts are and have been from Protestant, Jewish, Hindu, and other denominations.

We support the Boy Scouts of America's religious policy and requirement for membership in our pack. Please read this policy stated in the application. If you feel that you cannot support this statement, we thank you for your interest but will not be able to accept your application for the job of an adult leader.

CAMPING GUIDELINES

- SLEEPING

Guidelines set forth by the Boy Scouts of America prohibit scouts from sleeping in tents with adults other than their own family and legal guardians. No boy may sleep alone on a camping trip. These guidelines are in place for the protection of the boys as well as the adults.

Unless a medical situation prevents you from doing so, we ask that you sleep in the accommodations planned for the trip. Please do not plan on sleeping in vehicles or a camper unless you're doing so is warranted by a medical situation.

- LEAVING CAMP

Once we arrive at camp, we ask that no adult leave during the weekend unless he is asked to travel elsewhere for specific supplies or equipment. If you must leave, please inform the leadership team ahead of time so that we can account for folks at all times. If you need specific types of food or equipment for personal needs, please let our planning team know so that the appropriate items can be acquired in advance.

- TRANSPORTING SCOUTS

When transporting scouts on a scouting sponsored activity, you have the responsibility for their well-being when they are in your vehicle. Drivers must observe all federal, state, and local driving regulations for the safety of the scouts and the pack. For safety reasons, the Boy Scouts of America discourages travel in a caravan style of driving. Traveling in small groups of two or three cars is preferred. If the boys in your vehicle are misbehaving, feel free to take the necessary action required to restore the vehicle to a safe atmosphere.

Each boy you transport must have his own seat belt. Please transport only as many boys as you have seat belts to accommodate. Finally, ensure that you follow the BSA YP rules against no 1:1 contact with youth other than your own boy – the rule applies to travel to and from Scouting events.

- STOVES AND LANTERNS

Cub Scout Pack 355 uses liquid-fueled and propane fueled stoves and lanterns on many of its outings. This equipment is recommended for ecological purposes. The equipment may only be lit by adults trained in its operation. If you are unsure of the proper method of lighting a stove or lantern, please seek help.

- NO FLAMES IN TENTS

Under no circumstances should any type of flame be introduced inside any tent. Tents are flame resistant but not inflammable. Heaters, hand warmers, candles, lanterns, etc., are forbidden inside a tent.

- NO FOOD IN TENTS

Please do not take food or drinks inside tents. Crumbs and odors can invite unwelcome and sometimes dangerous visitors during the night. Please keep an eye out for anyone breaking the rule.

- EQUIPMENT IN TENTS

Many families bring their own personal tents. If using a pack tent, please be very careful with backpacks, cots, or other metal or wood-framed devices in the pack tents. The floors are nylon and may rip or tear.

- DRINKS

There are drinks that the pack allows on camping trips and drinks that we do not. Sodas and other beverages that are canned or bottled are generally prohibited as part of the pack meals. Please follow the same guidelines as set down for the boys. Don't bring a personal supply of sodas or other drinks. Remember, an example is the most powerful leadership tool you can have.

VOLUNTEER STATEMENT & LEADER APPLICATIONS

The sponsoring organization of our pack requires that all adults serving as leaders in any of the parish organizations complete a volunteer application. This process is completed online and must be done concurrently with the adult leader application for the Boy Scouts of America. Both applications contain detailed questions regarding an adult's fitness to work with youth. Please read all this material carefully and make sure all questions are completed.

In addition, upon completion of the application, we require all adults who work directly with the scouts to undergo a background investigation by the state and federal authorities. The district pays for the cost of this investigation.

The Cubmaster is the adult responsible for the image and program of the pack. The Cubmaster and his/her Assistant Cubmasters, Den Leaders and Assistant Den Leaders work directly with the Scouts. The importance of the Cubmaster's job is reflected in the fact that the quality of his/her guidance will affect every youth and adult involved in the pack.

LEADERSHIP ROLES

There are, essentially, four Adult Leadership role types at the Pack level. Other leadership roles exist in the Scouting program, but within the Pack an adult can choose to be one of the following;

- Committee Chairman/Committee Member
- Den Leader/Assistant Den Leader
- Webelos Den Leader/Assistant Webelos Den Leader
- Cubmaster/Assistant Cubmaster

The following is a summary of each role;

	Scout Parent	Committee Member	Den Leader & Assistant Den Leader	Webelos DL & Assistant Webelos DL	Cubmaster & Assistant Cubmaster
Can Attend Camping Trips	✓	✓	✓	✓	✓
Can Attend/Participate In Committee Meetings	✓	✓	✓	✓	✓
Can Vote In Committee Meetings	✗	✓	✗	✗	✗
Works Directly With Scouts On Skills And Requirements	✓	✓	✓	✓	✓
Can Sign Off On Cub Scout Requirements	✓	✗	✓	✗	✓
Can Sign Off On Webelos Scout Requirements	✗	✗	✗	✓	✓

Every parent/guardian of a youth registered with Pack 355 is welcome and encouraged to attend Pack Committee meetings. Committee Members are able to vote on motions made during meetings.

YOUTH PROTECTION CERTIFICATION AND ADULT LEADER TRAINING

The Scouting program emphasizes learning and fun but, above all, must take place in a safe environment for the youth involved. Pack 355 places the greatest importance on creating a "safe haven" for our youth members. To maintain such an environment we comply completely with the BSA developed procedural and leadership selection policies as well as those of the Archdiocese of Baltimore.

While registering as an Adult Leader is optional, compliance with the BSA and Archdiocese of Baltimore Youth Protection policies is required of anyone over 18 years of age wishing to attend or participate in Scouting events including, but not limited to, camping trips, service projects and other outings.

Pack 355 is also committed to every Scout having fully trained leaders... therefore, the Pack accepts applications for Adult Leaders only from individuals who have completed all required role specific leader training. Adult leader training is not difficult – it’s an investment with lifelong returns.

All Adult Leader applications MUST be accompanied by Youth Protection AND Role Specific Training Certifications.

Note: Our Charter Organization, Our Lady of Mount Carmel, in compliance with the Archdiocese of Baltimore, now requires that **all adults** with “significant interaction with youth” must complete the STAND Youth Protection process. Thus, all parents/adults must complete the STAND process in order to attend Pack events including, but not limited to, Pack Meetings. Compliance with the Archdiocesan policies is required to remain on parish property or interact in any substantial way with youth in the parish-sponsored program.

The following is a listing of the role specific required training courses;

	Scout Parent	Committee Member	Den Leader & Assistant Den Leader	Webelos DL & Assistant Webelos DL	Cubmaster & Assistant Cubmaster
TRAINING REQUIRED					
ArchBalt STAND Youth Protection (online)	✓	✓	✓	✓	✓
BSA Youth Protection Training (online)	✗	✓	✓	✓	✓
Pack Committee Position-Specific Training (online)	✗	✓	✗	✗	✗
Tiger/Wolf/Bear Den Leader Position Specific Training (online)	✗	✗	✓	✓	✓
Webelos Den Leader Position Specific Training (online)*	✗	✗	✓	✓	✓
Cubmaster Position-Specific Training (online)*	✗	✗	✗	✗	✓

*Note: Additional training is required to lead Webelos and Pack camping trips. Please see the Pack Trainer or Cubmaster for more information.

WHERE TO TAKE ONLINE COURSES

BSA Youth Protection Training

- Go to <http://my.scouting.org>.
- CREATE an account (NEW leaders will not have a BSA member ID yet - that’s ok - just register as a non-member. Once you are a registered member you will receive a BSA membership card with your BSA ID number - that number can then be added to the account you created for tracking all your online BSA education).
- COMPLETE the Youth Protection course under the “YPT” section of the site.
- PRINT the certificate that is produced upon the completion of the BSA Youth Protection course and put it in the application folder.

Archdiocese of Baltimore Youth Protection Training

1. Go to www.virtusonline.org
2. Select: FIRST-TIME REGISTANT
3. Select: Begin the registration process
4. Select your organization: Baltimore (Archdiocese)
5. Create a user name and password (we suggest using your email address)
6. Fill in your personal information (name, address, etc.)
7. Select your primary location: Our Lady of Mount Carmel, Middle River (Baltimore).
8. You are then given an option to select another place that you volunteer.
9. Select your role at that location (select all that pertain). Use Volunteer with Substantial Contact with Children if you will be in any way around children.
10. Select if you employed or a driver for OLMC
11. Select the answer to 3 questions
12. You will then be asked to confirm that you have downloaded /read and understand the Code of Conduct for Church Personnel of the Archdiocese of Baltimore and A Statement of Policy for the Protection of Children and Youth.
13. Answer ten questions that pertain to the above documents. (If you give an incorrect answer please click Try Again.)
14. Identify 3 references ***IMPORTANT – you will be required to get these references to sign a reference document, so select individuals that you interact with locally and frequently. ***
15. Select the online session to complete: Online or Online in Spanish
16. Select Complete ESR Background Check. You will need your SS# or International ID#, Driver's License information, and your last 7 years of residence information
17. Select the GREEN CIRCLE to begin your training. Training will take appx. 1 to 1 ½ hours to complete.
18. Print your certificate when training is complete.

Also attached please find a blank reference sheet. Please have the 3 references identified in step 14 complete, sign and return the completed sheets to the Screening Coordinator listed below.

In order to volunteer: 1) Training must be complete
2) Your background check is cleared and marked as "eligible"
3) The 3 reference letters must be returned to me and verified.

If you have any questions, please call or email:

Patty DiVenanzio, Screening Coordinator
410-238-1173 | Fax 410-686-4916

pdivenanzio@olmcmd.org

Role Specific Training

- Go to <http://my.scouting.org> for online role specific trainings under the "Training Center" portion of the site.

APPLYING AS A REGISTERED ADULT LEADER

This handbook should have been provided with an Adult Leader application included – if not, simply ask for an application from the Membership Coordinator (Joe Varacalle).

To apply as a leader, return this application folder to the Membership Coordinator (Joe Varacalle) with;

- your completed (and signed) BSA Adult Application
- photocopy of your BSA Youth Protection course completion certificate
- photocopy of your Archdiocese of Baltimore Youth Protection certificate
- documentation of having completed all role specific leader training

Once your application is approved by the Charter Organization Representative and Pack Committee Chairman, please meet with the Pack Treasurer with;

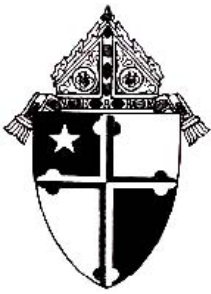
- a check payable to “Pack 355” for up to \$37 for BSA Adult Leader membership fees (\$33 annual fee, prorated per the adult leader application form, plus \$4 insurance fee - payable only once per year regardless of how many positions or units you serve)

If you have any questions feel free to contact Joe Varacalle at joe.varacalle@mdp355.com.

Thank you for your time and commitment to our scouts. The adults and leaders of Pack 355 are happy you have decided to join us. We hope these few guidelines will help you become an active contributing leader.

Once again...

Welcome Aboard!



Volunteer for: Pack 355 Troop 355 Crew 355

ARCHDIOCESE OF BALTIMORE REFERENCE CHECK FOR VOLUNTEERS

The Archdiocese of Baltimore and Our Lady of Mt. Carmel are committed to providing safe and healthy environments for children and youth. This commitment is expressed in the Archdiocese of Baltimore's child and youth protection policies. All applicants for volunteer service who will have substantial contact with children and youth must provide three references. These references must be checked and documented before the applicant may begin serving.

_____ has applied to serve at Our Lady of Mt. Carmel and has provided your name as a reference. Please check the appropriate response to the following questions. Thank you in advance for your assistance.

1. To your knowledge, has the applicant ever been accused of, charged with, or convicted of child abuse?

Yes No

2. To your knowledge, has the applicant ever been terminated from any volunteer service or employment due to suspected child abuse?

Yes No

3. Are you aware of any reason why the applicant should not be placed in a position where he/she will be working with children and youth?

Yes No

4. To your knowledge, is there any reason why applicant should not serve as a volunteer in the Archdiocese of Baltimore?

Yes No

If yes, please explain: _____

5. What is your relationship to volunteer? _____

Please provide your contact information and signature with date below.

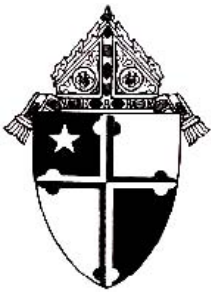
I, _____, affirm that I am the person who completed this reference form and that the information I provided is true and correct to the best of my knowledge.

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Date: _____ Signature: _____

PLEASE RETURN TO THE VOLUNTEER OR MAIL TO
Our Lady of Mt. Carmel Parish & School
Patty DiVenanzio, Screening Coordinator
1702 Old Eastern Avenue, Essex, MD 21221
You may also email to pdivenanzio@olmcmd.org or fax to 410-686-4916



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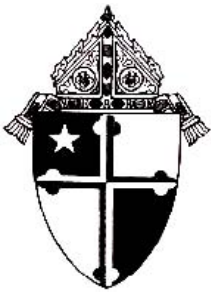
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