



# St. Bernadette Parish Faith Formation Registration 2017-2018

Family Last Name: \_\_\_\_\_

Child's Last Name (if different): \_\_\_\_\_

**PLEASE PRINT CLEARLY**

**PARENT/GUARDIAN INFORMATION**

Family Last Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Maiden \_\_\_\_\_

Religion \_\_\_\_\_ Registered Parish Member Y N

Religion: \_\_\_\_\_ Registered Parish Member Y N

Place of Employment and Occupation \_\_\_\_\_

Place of Employment and Occupation \_\_\_\_\_

Business Phone and best time to call \_\_\_\_\_

Business Phone and best time to call \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address (if different) \_\_\_\_\_

Cell/Main Phone and best time to call \_\_\_\_\_

Cell/Main Phone and best time to call \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

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Custodial Parent (If different from above) \_\_\_\_\_

Phone and best time to call \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_

**EMERGENCY**

Name of Local Contact \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Name of Physician and Phone \_\_\_\_\_

Medical Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

*If I cannot be reached in case of an emergency the bearer of the form is authorized to act on my behalf to seek medical treatment as they deem necessary for the child(ren)'s listed on the inside of this registration.*

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Please complete entirely for each child you are registering. Include school name/grade for UPCOMING 2017-18 School Year.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
Nickname \_\_\_\_\_  Male  Female Date of Birth \_\_\_\_\_  
School Grade Fall 2017 \_\_\_\_\_ Place of Birth \_\_\_\_\_  
HS Grad Year \_\_\_\_\_ School Attending 2017-18 \_\_\_\_\_

**Sacraments Received**

<b><u>Baptism</u></b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b><u>Catholic Baptism?</u></b> <input type="checkbox"/> YES <input type="checkbox"/> NO	Church of Baptism _____ City and State _____
<b><u>Reconciliation</u></b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b><u>First Eucharist</u></b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b><u>Confirmation</u></b> <input type="checkbox"/> YES <input type="checkbox"/> NO

**What years has the child attended Faith Formation or Catholic School?** (circle all that apply) K 1 2 3 4 5 6 7 8 9 10 11

**Allergies** (check all that apply)  Insect Bites/Stings **Medical History** (check all that apply)  Epilepsy, Convulsions  
 Food  Plants  Asthma  Diabetes  
 Animals  Other \_\_\_\_\_  ADD/ADHD  Other \_\_\_\_\_  
**Child carries EPI-PEN?**  YES  NO **Please explain any area checked** \_\_\_\_\_

**Please complete entirely for each child you are registering. Include school name/grade for UPCOMING 2017-18 School Year.**

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Nickname \_\_\_\_\_  Male  Female Date of Birth \_\_\_\_\_  
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 Food  Plants  Asthma  Diabetes  
 Animals  Other \_\_\_\_\_  ADD/ADHD  Other \_\_\_\_\_  
**Child carries EPI-PEN?**  YES  NO **Please explain any area checked** \_\_\_\_\_

# Faith Formation Tuition and Fees for 2017-2018

Faith Formation Tuition & Fees			
	<u>Tuition/Fees</u>	<u>X Number of Students</u>	<u>Total Due</u>
<b>Grades K-11 Tuition</b> \$100/Student; \$300/3+ Students	\$100	X _____	\$ _____
<b>Grade 2: First Eucharist</b>	\$35	X _____	\$ _____
<b>Grade 2: First Reconciliation</b>	\$35	X _____	\$ _____
<b>Grade 12: Confirmation</b>	\$35	X _____	\$ _____
<b>Grade 11: Confirmation Retreat</b>	\$80	X _____	\$ _____
<b>Out of Parish Tuition</b>	\$300	X _____	\$ _____
<b>Total Tuition &amp; Fees Due</b>			<b>\$ _____</b>

Please make your check or money order payable to **St. Bernadette Parish**  
and drop off or mail to 2331 E. Lourdes Dr., Appleton, WI 54915

**\*\*\*Please Check Your Payment Option\*\*\***

\_\_\_\_\_ Paid in Full

\_\_\_\_\_ Payment in full on or before **October 1, 2017**

\_\_\_\_\_ Payment Installment Dates: **Oct. 1<sup>st</sup>** **Dec. 1<sup>st</sup>** **Feb. 1<sup>st</sup>** **Apr. 1<sup>st</sup>**

No one shall be denied a Catholic Christian Education based solely on his/her ability to pay tuition.

**My family is unable to pay the full amount this year. Please contact me regarding financial assistance.**

I agree to pay the above charges and to abide by the Faith Formation Department guidelines.

Parent Signature \_\_\_\_\_

**Office Use Only:**

**Total Tuition/Fees Due:** \_\_\_\_\_

Date Received _____	Check No./Cash _____	Amount _____	Balance _____	Initials _____
Date Received _____	Check No./Cash _____	Amount _____	Balance _____	Initials _____
Date Received _____	Check No./Cash _____	Amount _____	Balance _____	Initials _____
Date Received _____	Check No./Cash _____	Amount _____	Balance _____	Initials _____
Date Received _____	Check No./Cash _____	Amount _____	Balance _____	Initials _____

# Safe Environment Social Communications Consent & Release Form

## Certification, Acknowledgement and Authorization for Consent and Release Form for Social Media or Other Electronic Communication Involving Minors & Individuals at Risk

I am the parent/legal guardian of \_\_\_\_\_ (full name of child)  
 \_\_\_\_\_ I certify that he/she is at least 13 years old.      OR      \_\_\_\_\_ I certify that he/she is less than 13 years old.

I am the parent/legal guardian of \_\_\_\_\_ (full name of child)  
 \_\_\_\_\_ I certify that he/she is at least 13 years old.      OR      \_\_\_\_\_ I certify that he/she is less than 13 years old.

I am the parent/legal guardian of \_\_\_\_\_ (full name of child)  
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I am the parent/legal guardian of \_\_\_\_\_ (full name of child)  
 \_\_\_\_\_ I certify that he/she is at least 13 years old.      OR      \_\_\_\_\_ I certify that he/she is less than 13 years old.

I have been made aware of the *Safe Environment Social Communications Policy for the Diocese of Green Bay*.

### Permission for ministry representatives to digitally communicate with your child/individual at risk

<input type="checkbox"/> <b>YES</b> , I authorize...	Communication with my child electronically, including via social media or other digital mean, in accordance with the <i>Safe Environment Social Communication Policy for the Diocese of Green Bay</i> by staff ministry representatives of St. Bernadette Faith Formation or Diocesan-affiliated ministry of the Diocese of Green Bay.
<input type="checkbox"/> <b>NO</b> , I do <b>NOT</b> authorize...	

### Parental Access

<input type="checkbox"/> <b>YES</b> , I request...	Access to any communication or content involving my child, according to the archive, access and availability guidelines established by St. Bernadette Parish Faith Formation.
<input type="checkbox"/> <b>NO</b> , I waive...	

### Multimedia Release

<input type="checkbox"/> <b>YES</b> , I authorize...	Authorize and consent that St. Bernadette Parish Faith Formation, the Diocese of Green Bay and anyone authorized by St. Bernadette Parish, Faith Formation or Diocese of Green Bay be permitted to use and publish for general communications, advertising, commercial and publicly purposes, the likeness of my child and my child's original work for any other lawful purpose whatsoever, including video, audio, photographic portraits, pictures, reproductions, quotations, made through any medium, including social or other electronic media, in accordance with the Safe Environment Social Communications Policy for the Diocese of Green Bay.
<input type="checkbox"/> <b>NO</b> , I do <b>NOT</b> authorize...	

This statement of intent, and if indicated, consent is valid for one year. If I chose to rescind my consent to the Authorization, I agree that I will inform the appropriate party of the Parish / Faith Formation / Ministry Program in writing and that my rescission will not take effect until it is received. I understand however that it may not be possible to recall any work or photos that have been published prior to the receipt of my written recession.

I have read this certification, acknowledgement, statement of intent and if indicated, release, and have had the opportunity to consider its term, and understand it. I execute it voluntarily and with knowledge of its significance.

Parent/ Guardian Name (Please print): \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# St. Bernadette Faith Formation Volunteer Opportunities



Our Faith Formation Program cannot run without the help of many volunteers in many different areas. Skills needed cover a wide-range of talents and time commitments. There is literally “something for everyone,” when it comes to volunteer categories. When filling out your registration form please consider giving your time generously.

Please list the number next to your name in your area of interest.

Name 1 \_\_\_\_\_

Name 3 \_\_\_\_\_

Name 2 \_\_\_\_\_

Name 4 \_\_\_\_\_

## Catechist

**Grade:** K 1 2 3 4 5 6 7 8 9 10 11 (Circle Preferred Grade)

**Time:** Grades K-6 are 4:00-5:15 PM on Wednesdays

**Time:** Grades 7-11 are 6:30-8:00 PM on Wednesdays

Catechists share their faith with young people using resources provided by the staff, including lessons, textbooks, AV materials, etc. Ongoing training and support is provided by the FF Director.

## Catechist-Substitute

**Grade:** K 1 2 3 4 5 6 7 8 9 10 11 (Circle Preferred Grade)

**Time:** Grades K-6 are 4:00-5:15 PM on Wednesdays

**Time:** Grades 7-11 are 6:30-8:00 PM on Wednesdays

Be available to present a prepared lesson to young people when a regular catechist is unavailable. Time commitment varies.

## Catechist Aide

**Grade:** K 1 2 3 4 5 6 (Circle Preferred Grade)

**Time:** Grades K-6 are 4:00-5:15 PM on Wednesdays

Assist catechist with the students during class time, little to no preparation necessary.

## Volunteer Secretary

**Time:** 4:00 PM or 6:30 PM (Circle Preferred Time)

Needed during class times to answer phones, check attendance and assist with requests from catechists. Several volunteers work on a rotating schedule once or twice a month. Need to arrive 15 minutes before beginning of classes.

## Volunteer Babysitter

**Time:** 4:00 PM or 6:30 PM (Circle Preferred Time)

Provide child care for catechists/volunteers during classes.

## Parking Lot Monitor

**Time:** 4:00 PM or 6:30 PM (Circle Preferred Time)

Insures safety of children, directs traffic through designated entrances/exits of parking lot before and after classes.

## Jr. High & Sr. High Retreats

**Grade:** 7-8 or 9-10 (Circle Preferred Grades)

Half-day retreats for grades 7-8 and 9-10. Volunteers help with discussion groups, activities or in the kitchen.

## Confirmation Retreat Team

Weekend retreat at Mount Tabor, Menasha. Group leaders meet with students throughout the weekend to discuss various presentations. Volunteers also needed to assist in the kitchen.

## Confirmation Discussion Leader

Facilitate discussion with candidates and at times with their sponsors.

## Parent Advisory Committee

Meet with FF Director and other parents to discuss issues and concerns, suggest improvements to programming and get acquainted with other parents.

## Youth Ministry Advisory Board

Help design, create, imagine and implement opportunities for the youth of our parish.

## Parent-Child Altar Server Teams

Serve at Mass as a family. Helps promote a healthy faith life. Training provided.

## Décor / Cheer / Bulletin Boards

Help us make the building our own. Bulletin Board, hallways, classroom doors, seasonal decorations, you name it. Bring your ideas, we'll bring the supplies.

## Special Events / Fundraisers

Generate ideas and help organize fundraising projects to help offset expenses.

## Volunteer Chaperone

Help monitor and supervise during any trips or events throughout the year.

All volunteers working with children under 18 years of age or vulnerable adults will be asked to comply with the U.S. Bishops' directives to ensure the protection of our children and vulnerable adults in all ministries sponsored by the parish.

This includes:

- A background check (**Online instructions on back →**)
- Signature on the Diocesan Code of Conduct
- Attendance at “Protecting God’s Children” workshop

## eAppsDB Instructions for Adult Volunteer Applicant

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- The names of two (2) Professional/Civic references including street, city, state, daytime phone number
- The name of one (1) Personal references including street, city, state, daytime phone number
- Social Security Number
- Driver's License number and renewal date

Now you are ready to get started; log on to the Diocese website at [www.gbdioc.org](http://www.gbdioc.org)

1. With your computer mouse, roll across the “**Protecting Our Children**” option at the top of the screen.
2. In the dropdown box, click on “**Background Checks**” and then click on the “**eAppsDB**” link.



As a new Volunteer Applicant you will not yet have a User ID or password; **click on the underlined ‘[click here](#)’ to register to begin the process.** You will receive the ‘New User Registration’ screen.

NOTE: All fields on this screen require entry except middle name and email address but we would encourage you to include your email address for communication purposes. Your email address will not be sold.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency at which you will do the majority of your volunteer service.
- The ‘Access Code’ field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as ‘**gbdioc04**’. (Zero four)
- A choice for ‘type of application’ is required – **click on the box beside ‘Volunteer’**.
- In the ‘User ID’ field, you should enter a User ID that you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen. Use letters and numbers only. The system is not case sensitive.
- In the ‘Password’ field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- In the ‘First Name’, ‘Middle Name’, and ‘Last Name’ fields, enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

*Your date of birth is required solely for the purpose of preventing duplicate applications in the system. This information is locked after completion of the background check screen and is not made available to the user or organization.*

Please write down your User ID and password; you will need this information to continue with the application. Store this information in a safe place as you will need it to access your application in the future.

Once you have completed the requested information, **click the ‘Register’ button**. You will receive a message indicating registration has been successful.

**Click on the ‘[click here](#)’ to login and continue with your application.** At the ‘Login Page’ re-enter your User ID and password and **click ‘Login’** to continue. You will arrive at the ‘Application Overview For Volunteer’ screen.



## **SAFE ENVIRONMENT SOCIAL COMMUNICATIONS POLICY** **FOR THE DIOCESE OF GREEN BAY**

Social networks and other digital communication offer individuals, groups and the Catholic Church an opportunity to connect in positive ways. We are able to encourage one another, strengthen community ties and boldly proclaim the Gospel of Jesus Christ.

While communication has technically advanced, it is at its core a human interaction. This *Safe Environment Social Communications Policy* creates clear standards and expectations for online and digital communication to protect children, youth and individuals at risk in virtual spaces. A Diocesan location or system may adopt a local practice that is stricter than this policy but may not adopt a practice that fails to meet the standards and expectations that follow.

### **Adherence to Diocesan Codes of Conduct**

All communication of clergy and employees (referred to as “ministry representatives” in this document) of the Diocese of Green Bay with non-related minors and individuals at risk should conform to “*Our Promise to Protect*” - *Safe Environment Policy, Diocese of Green Bay* ([http://www.gbdioc.org/images/stories/Protecting/pdf/Our\\_Promise\\_to\\_Protect\\_2012.pdf](http://www.gbdioc.org/images/stories/Protecting/pdf/Our_Promise_to_Protect_2012.pdf)).

Ministry representatives should always remember that they are representatives of their parish, school or Catholic organization, and should conduct themselves accordingly, sharing a positive, joyful witness to the Gospel with others at all times.

### **Mandatory reporting**

Ministry representatives must immediately report any form of social communication they receive which indicates existing or imminent harm or danger of sexual abuse of a minor to civil authorities. The content of the communication must also be reported to parish leadership, and the Safe Environment Coordinator (920-272-8174) in collaboration for the safety of the individual.

### **Parents as primary catechists and decision makers**

Parents are the primary catechists and role models of discipleship to their children. All ministry representatives have a responsibility to respect the wishes and stated desire of parents with regard to their child's level of participation in the use of social media or any form of digital communication and the parent's right to be aware of the content of non-public communications between ministry representatives and their children.

A parent or guardian must complete the ***Parental/Guardian Statement of Intent*** before any ministry representative may engage in any electronic communication with any unrelated minor or individual at risk, with whom they have any connection because of their ministry. The signed ***Parental/Guardian Statement of Intent*** is kept on file at the local level, and it should be refreshed annually. No ministry representative may engage in any non-public electronic communication (any digital communication to which a parent or guardian does not have direct and immediate access) with any unrelated minor or individual at risk without a parent or guardian having granted permission (selecting “Yes, I authorize”) to do so in the ***Parental/Guardian Statement of Intent***.

### **Guidelines for use of written words, photos, videos and audio recordings**

Clergy, employees, and volunteers must obtain parental or guardian permission to photograph, videotape or otherwise record, copy or distribute any personally identifiable information - including, but not limited to, a minor's full name, photograph, video recording, audio recording, home address, email, telephone number, creative work or any other form of content that would allow someone to identify or contact that minor or individual at risk.

### **A standard of transparency**

Ministry representatives are always witnesses and disciples of Jesus Christ. Therefore, complete transparency is imperative and necessary regarding the content of all digital communication with unrelated minors or individuals at risk.

All ministry representatives must agree to all communication between themselves and any unrelated minor or individual at risk is open to review, and each parish, school or organization must retain consent for this on their premises. This written consent is included as part of the acknowledgement and agreement form for this Policy. Ministry representatives will refrain from using any platform where a record or archive of communication cannot be obtained.

Ministry representatives must always be able to be identified personally in any web, social networks or any other digital profile by their common name or photo. Aliases are not to be used. If you are an employee, an official email account connected to the parish, school, ministry or diocese must be used for all email communication with unrelated minors and individuals at risk. Whenever practical, an official parish, school, ministry or diocese platform should be used for other types of social media communication as well.

Ministry representatives must maintain appropriate boundaries and should use language in their posts that clearly reinforces and identifies their role or affiliation with that ministry, when promoting or discussing ministry events.

Parents or guardians have the right to be made aware of and to request to review non-public social communication between their child or individual at risk, and ministry representatives in its various forms. In exceptional situations when a parent or guardian is not made aware of the content of a non-public social communication, the ministry representative must share that communication with their Supervisor or another ministry representative or another Virtus trained, background-checked adult if the Supervisor is unavailable. It is up to the individual parish, school or organization to determine the form and standards in which this is made available to individuals and how it is retained. Informing parents or guardians is not required for non-private communications such as those sent to youth groups regarding meeting locations or times or other administrative matters.

### **Accountability**

For the protection of all individuals, it is *highly recommended* that ministry representatives follow a *TWO PLUS ONE Policy* for digital communication responding to unrelated minors and individuals at risk. The TWO PLUS ONE standard follows that whenever a ministry individual has the chance to invite another VIRTUS-trained, background-checked adult into the communication, they should do so. This standard fosters safe environments by providing transparency, accountability and a second, checked adult presence when digital communication takes place.

Any parish, school or organization that creates an official ministry page, social media outlet or other digital presence is required to have at least one *paid staff member* maintaining administrator-level privileges to each web-based or social media outlet. This staff member should be assigned as the designated “primary contact” for the outlet, and this information made available to parents.

### **Questions**

Any questions about this policy may be directed to the Office of Safe Environment at 920-272-8174.