

All persons planning to volunteer at Our Lady of Mercy School in any capacity must complete the below requirements of the Diocesan Child Protection Program.

**Please note that all must be completed at least two weeks prior to volunteer activity.**

**1. EApps Application**

- Complete all parts with an asterisk (\*)
- A minimum of five-year residential history is required.
- Reference Section – list the complete name, address & phone number with area code.
- Declarations section – applicant must initial each of the items.
- Selection Site – list other parishes or schools where the applicant may volunteer.

**2. Code of Ethics**

- Visit [www.diobr.org](http://www.diobr.org)
- On top of page, select “Ministries tab,” then “Administrative Services,” then “Child and Youth Protection”.
- Near the bottom of the page, select “Code of Ethics” in the language that best applies to you.
- Read the “Code of Ethics” and sign sheet stating that the application abides by the guidelines listed therein.

**3. Safe and Sacred Online Test Site (Recognizing Child Abuse)**

- Visit [www.diobr.org](http://www.diobr.org)
- On top of page, select “Ministries tab,” then “Administrative Services,” then “Child and Youth Protection”.
- Near the bottom of the page, select “Safe and Sacred Online Training Center (Adults)”.
- The applicant must create a username and password, register and complete all required fields.
- The applicant will be required to take a short quiz after reviewing the presentation content.

\*Please send a copy to Ashley Umberger in the Main Office or via email [aumberger@olomschool.org](mailto:aumberger@olomschool.org)

**4. Fingerprinting/Background**

- These forms must accompany applicant at State Police Headquarters.
- Please contact Ashley Umberger at [aumberger@olomschool.org](mailto:aumberger@olomschool.org) or at the office (225)924-1054 for the forms

**Applicant must turn in the *EAPPS application*, signed *Code of Ethics form*, *Safe in Place certificate* and *Background check screening* to Ashley Umberger in order for the process to begin.**