

Dear Volunteer,

The Catholic Diocese of Lincoln has made it a mandatory procedure to do background checks on anyone that will be around the students during the school day. Some examples would be: field trip chaperones, lunch/recess duty, listening to children read, spotlight on art, room parents, etc. This needs to be done regardless of the amount of time that anyone will spend with them (10 minutes or the entire day). These background checks will cost our school \$7 for each volunteer. Even though that may seem like a lot of money, the good news is once we have done a background check on a person it never has to be done again. For example, you could volunteer a year or two later for us or down at Neumann 8-10 years later.

Once I get the form from you, I am responsible for putting the information into an account that the Diocese has chosen for us with a company called Choice Point. That company then proceeds to send the information to a person the Diocese of Lincoln has in charge of looking these over. I will never see a report of any kind. Since we live in such a small community and everyone knows each other so well this may seem like a waste of money. However, I hope no one sees it that way. By doing this we are not only complying with our Diocesan insurance provider, but we are also insuring the safety of all the children and being fair to all our parents by having all volunteers participate and not just certain ones.

You will need to fill out the form that is stapled to this sheet and return it ASAP (preferably the next day). Once I get the sheets back you will then need to complete an on-line training program that is required as part of the background check. The on-line training program is called "Safe & Sacred". This will take up to 60-70 minutes to complete and will educate you on how to conduct yourselves around the students while you are volunteering. You will find an information sheet stapled to this letter that will help you through the process of the "Safe & Sacred Program". If you have any questions or concerns feel free to contact me and I would be glad to visit with you.

Sincerely,



Mr. Mike Weiss, Principal  
St. Wenceslaus School  
Wahoo, NE  
(402) 443-3336  
[mike-weiss@cdolinc.net](mailto:mike-weiss@cdolinc.net)

**NOTE:** You will not have to fill out this form if you have already had a background check done by St. Wenceslaus Church, Bishop Neumann or your employer. If you have had one done by the Church or Bishop Neumann all you need to do is let us know and we will contact them. If you have had one done by your employer, we will need verification of some kind that this has been done (a copy of the paper that states this has been accomplished).



# Safe & Sacred Program of the Diocese of Lincoln

## Instructions for on-line training of **STAFF & VOLUNTEERS**

All volunteers, staff, religious and clergy must complete the Diocesan Safe and Sacred Program training through the **Safe & Sacred™ Environment Training Program**.

† The program is designed to be respectful of the topic and your time. It should only take about 60-70 minutes to complete.

† The site is accessible anytime and on almost all computers and Internet connections.

† If you have any questions or problems there is a button at the **top right corner of almost every screen** where there is a “live” person waiting to answer your questions.



† You may also contact Technical Support by calling toll-free: 888-804-9643.

### It is as easy as...

**1. Create a user profile at the training web site:** <https://safeandsacred-lincoln.org>  
**Important:** Be sure to save your user name and password, so you can return to the website for future training programs.

**2. Complete the “Recognizing Child Abuse” course online.**

Be sure to read the instructions and complete all of the steps:

- *Review the training program.*
- *Complete the 10 question quiz.*
- *Review the Code of Conduct.*
- *Complete the Make the Commitment activity.*
- *Print the Contact Card.*

**3. Print and hand in your Certificate of Completion to the Local Safe & Sacred Program Coordinator at your location.** You may also email your certificate from the site to the email address of the local program coordinator listed below:

[mike-weiss@cdolinc.net](mailto:mike-weiss@cdolinc.net)

Everyone who works with young people and/or vulnerable adults shares the responsibility of providing safe environments. We are all charged with treating life with the respect and dignity given to each of us by our Creator.

Thank you for taking the time to complete this important training.

