DIOCESE OF VENICE IN FLORIDA

Catechist Checklist

Catechist Name _____

1.   Volunteer or Employee Application (if applicable)   □ Completed

2.   Job Description (if applicable)   □ Completed

3.   Fingerprinted   □ Not Completed   □ Completed   Date _____

                                                 Rescreening Date _____

4.   Safe Environment Training   □ Completed   Date _____

5.   Signed Attestation of Good Moral Character   □ Completed Date _____

6.   Signed Receipt of the Policy and Procedural Guidelines Relating to Protection of Children and Vulnerable Adults   □ Completed   Date _____

7.   Signed Code of Conduct for Volunteers Working with Minors
                                   □ Completed   Date _____

8.   Institute for Catholic Studies and Formation's Certificate in Catechesis
                                   □ Basic   Date _____
                                   □ Intermediate Date _____
                □ Advanced **OR** □ Professional Date _____

9.   Copy of Drivers License (if applicable)   □

10.   Any other supporting documentation

NOTES: _____

> All documents must be maintained in volunteer's personnel file.