



Archdiocese of Miami Office of Youth and Young Adult Ministry

Procedures for Volunteer Verification for Steubenville or other Conferences

Steubenville and most other conference organizers require the Archdiocese to certify that adults traveling to the event as chaperones and leaders are in compliance with the diocesan Safe Environment policies. The Office of youth and young Adult Ministry (OY&YA) will facilitate this process for the parishes.

The following procedures have been established so as to streamline the verification process; please review and adhere to them.

When you have decided to take a group of youth to a conference or rally (**at least 60 days before the event**):

- Determine how many adult chaperones you will need and secure the necessary number. For any out-of-parish event you will need at least two adult chaperones (over the age of 25), and then one additional chaperone for every ten youth.
- All volunteers who are working with youth should already be in full compliance with the Safe Environment policies of the aDOM. IF you have a new volunteer, advise them right away that they will have to be in compliance with the Virtus and fingerprinting requirements.
- Completely fill out an Adult Verification Form (provided by conference organizers)
- Send scanned form via email to rbanich@theadom.org
- In the body of the email, also please include the email addresses of the individuals being verified, to make finding them in the system easier.
- The OY&YA will submit the names to both the Virtus and fingerprinting offices and will notify you if any volunteers cannot be verified due to incomplete compliance. The following are the most common issues that arise during this process:
 - ◆ Volunteer never took Virtus and/or was fingerprinted
 - ◆ Volunteer's fingerprints have expired (good for 5 years)
 - ◆ Volunteer did not keep up with monthly Virtus bulletins

- ♦ Cannot locate the volunteer in one/both databases because of name change (that is why we ask for email addresses and will sometimes ask you for the last four of their social security number)
- Once all the volunteers on your Verification Form have been cleared, we take the form to the Archbishop's office for his signature
- We will scan in the signed form and email to the conference organizers, with a copy to yourself
- If you want a hard copy mailed to you, please provide a self-addressed envelope

Things to Keep in Mind

- This process will take at least one week, assuming that all the volunteers on your list are in full compliance with the requirements. If a volunteer has to take the Virtus class, or catch up with a year's worth of bulletins, or get fingerprinted, it can take a lot longer.
- In July the Archbishop is on vacation, and his staff also takes their vacation, and there will be periods of time during that month that it is impossible to get the Archbishop's signature or stamp.
- The OY&YA staff will be traveling to the March for Life in January and to World Youth Day in July, so please turn in your forms for the Steubenville conferences as early as possible.

Please give yourself (and us) plenty of time to complete this process!

Thank you very much for your assistance!

Questions? Contact Rosemarie Banich at 305-762-1189 or rbanich@theadom.org