

APPENDIX A

**VOLUNTEERS CODE OF CONDUCT
(CODE OF PASTORAL CONDUCT)**

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name

Volunteer's Signature

Date

**South Carolina Department of Social Services
 CONSENT TO RELEASE INFORMATION**

My signature below serves as my consent to authorize the South Carolina Department of Social Services, Division of Human Services, to conduct a search of the Child Abuse and Neglect Central Registry on myself and release the information to the individual/organization listed below. I also understand that all information provided on this form will be released to the individual/organization listed below. I understand that the information may prove unfavorable to me. I agree to hold the South Carolina Department of Social Services and its staff harmless from liability associated with the release of information I have requested using this form. If it appears to me that the information in the Registry has not been updated or appears inaccurate, I will notify the Department immediately.

*EMPLOYMENT/
VOLUNTEER*

This consent is effective for a one time search of the Central Registry for the purpose of: _____

Mail Results To: ATTN: MS. BONNIE SIGERS
 DIOCESE OF CHARLESTON
 P.O. BOX 818
 CHARLESTON, SC 29402-0818

Central Registry Check Fee: (Check one and attach appropriate payment by check or money order.)

- | | | | |
|--|---------|--|---------|
| <input type="checkbox"/> Non-Profit Entities | \$8.00 | <input type="checkbox"/> Schools | \$15.00 |
| <input type="checkbox"/> Private Adoption Investigations | \$25.00 | <input type="checkbox"/> Child Care | \$8.00 |
| <input type="checkbox"/> For-Profit Entities | \$25.00 | <input type="checkbox"/> Other (Individuals, all others not named above) | \$8.00 |
| <input type="checkbox"/> State Agencies | \$15.00 | | |

Please Print or Type: (Complete spelling of name required, first, middle and last – no initials.)

Name: _____ DOB: _____ Sex: _____ Race: _____

Maiden/Former Name: _____ Name Change: _____

Place of Birth: _____ SSN: _____

Current Address: _____ Previous Address: _____

This form MUST be witnessed (may be notarized). Submit appropriate payment and form for processing to:
 South Carolina Department of Social Services, Attention: Cashier, P.O. Box 1520, Columbia, South Carolina 29202-1520;
 Telephone (803) 898-7318.

 Signature of Applicant Date

 Signature of Notary or Witness Date

RESULTS OF SEARCH OF THE CHILD ABUSE AND NEGLECT CENTRAL REGISTRY

(This section to be completed by an authorized DSS employee only – Division of Human Services.)

- The name is not listed as a perpetrator in the Child Abuse and Neglect Central Registry.
- The name is listed as a perpetrator in the Child Abuse and Neglect Central Registry. According to state law, being named as a perpetrator prohibits an individual from being a guardian ad litem, member of the Foster Care Review Board, licensed foster parent or operating or working in a child day care facility or being employed, operating or volunteering in a residential child care facility. Further, being named as a perpetrator may affect an individual's capacity to adopt a child.
- Your request has been received. Please allow an additional 30 to 60 days to process your inquiry.
- Other – See attached correspondence.

 Authorized DSS Employee Date

APPENDIX B

ACKNOWLEDGMENT OF THE RECEIPT OF THE POLICY

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel contains various rules, policies, and procedures. Many of the provisions are summaries of civil and Canon law. Such laws change from time to time. If there is a conflict in the rights and remedies between Canon law and civil law within this Policy, the Diocese of Charleston will apply that jurisprudence which reconciles the conflict. The Diocese of Charleston may find it necessary or advisable to alter this Policy from time to time. Therefore, the provisions of this Policy are subject to change by the Diocese of Charleston at any time, with or without previous notice.

NOTHING IN THIS POLICY SHALL BE DEEMED TO
CONSTITUTE A CONTRACT OF EMPLOYMENT.

I have received and read the Policy of the Diocese of Charleston
Concerning Allegations of Sexual Misconduct or Abuse of a Minor by
Church Personnel.

BY: _____

PRINT NAME

SOCIAL SECURITY NUMBER

DATE OF BIRTH

ADDRESS

TELEPHONE NUMBER - HOME

TELEPHONE NUMBER - WORK

DIOCESAN POSITION

Date: _____

WITNESSED BY:
