



Memo

Date: July 3, 2023

To: Pastors, priests, parish administrators, business managers, parish secretaries, principals, school business managers, school secretaries, Safe Environment coordinators, catechetical leaders, directors of religious education, youth ministers, chancery staff, seminarians, deacons, deacon formation, parochial vicars, bookkeepers, parish ministry coordinators, campus ministers

From: Jenni Weldin, director, Safe Environment

Re: Safe Environment paperwork for adult volunteers

The Safe Environment paperwork required for adult volunteers has been updated.

Adult Volunteer Application ([English](#)) ([Spanish](#))

Volunteer Application Reference Questions ([English](#)) ([Spanish](#))

Safe Environment Acknowledgement Standards of Conduct ([English](#)) ([Spanish](#))

Adult volunteer forms can also be found on the Archdiocese of Atlanta website both in English (<https://archatl.com/ministries-services/safe-environment/policies-and-procedures/>) and in Spanish (<https://archatl.com/es/ministerios-y-servicios/ambiente-seguro/politicas-y-procedimientos/>).

Please use the forms above for prospective adult volunteers when a background check cannot be run through Sterling. Remember that a Sterling background check cannot be run for anyone who does not have a Social Security Number and the forms referenced in this memo must be used.

Just because someone does not have a Social Security Number, does not mean that they can't volunteer with children or vulnerable individuals. Please contact the Office of Child and Youth Protection at ocyp@archatl.com or 404-920-7550 if you have additional questions. We speak Spanish (Se habla español).

Please remember that the process for retaining items that have been sent through Sterling has changed. Please see this memo for details:
<https://communique.archatl.com/wp-content/uploads/Sterling-retention-changes.pdf>

Also, please note that the older Adult Volunteer Application remains in Sterling for now. The volunteer form in Sterling is still valid. These new forms are only for those who want to volunteer that do not have a Social Security Number.

The information on these forms is the same, the format makes it easier for the prospective volunteer and Safe Environment Coordinator to fill out.

Thank you for all you do to help keep our children and vulnerable individuals safe!