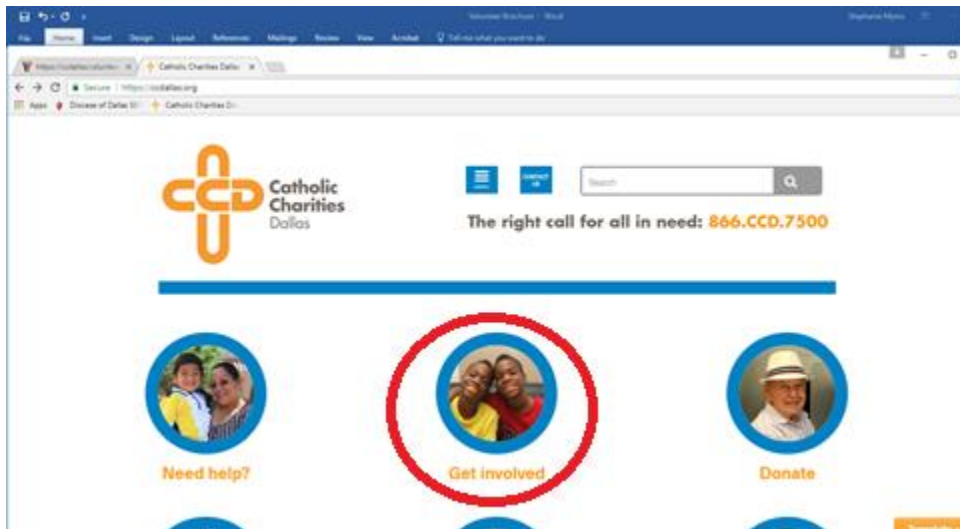


HOW TO BECOME AN APPROVED VOLUNTEER AT CCD

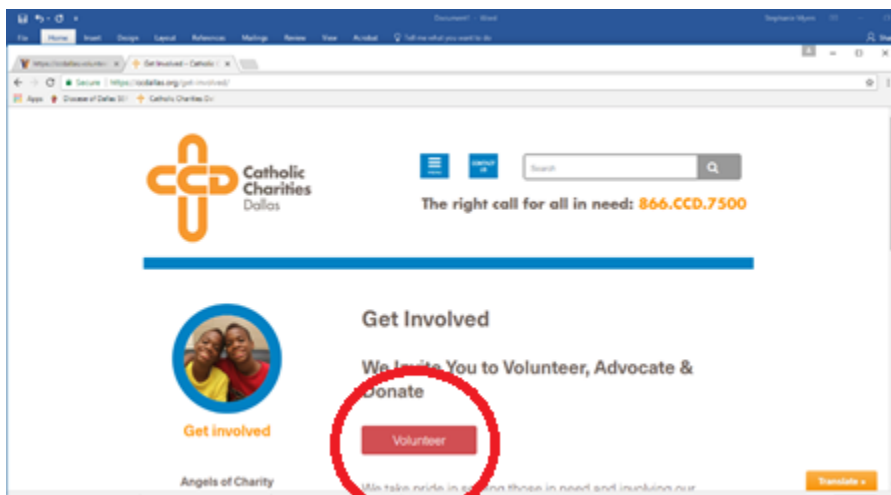
TOTAL Estimated Time to Complete Volunteer Application: 85 minutes or 1 hour 25 minutes

STEP ONE: SIGN UP FOR VOLUNTEER ORIENTATION

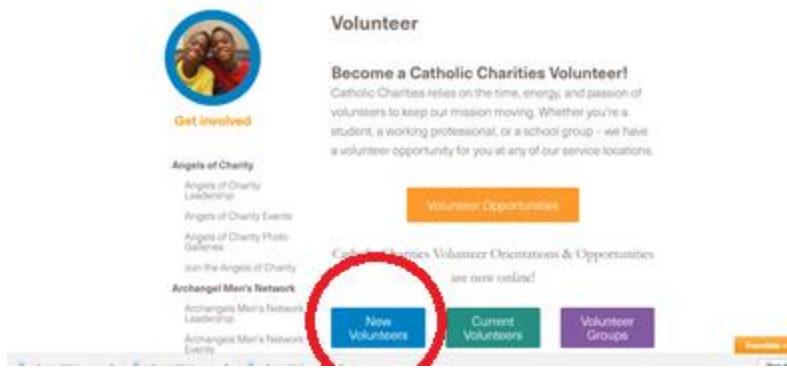
1. Go to www.ccdallas.org. Click on "Get Involved". (1 min)



2. Click on "Volunteer". (30 sec)



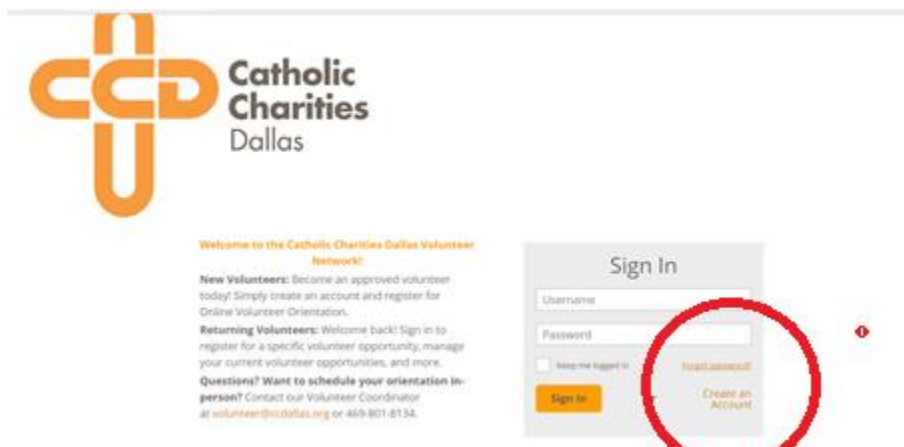
3. Select "New Volunteers". (30 sec)



4. Click on the yellow "Sign Up" button to begin your volunteer application. (30 sec)



5. Select "Create an Account". (30 sec)

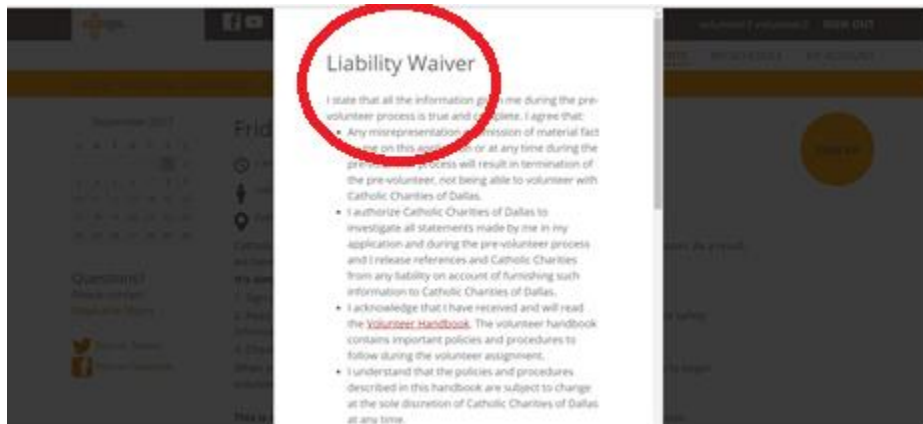


6. Create a Username and Password. (2 min)

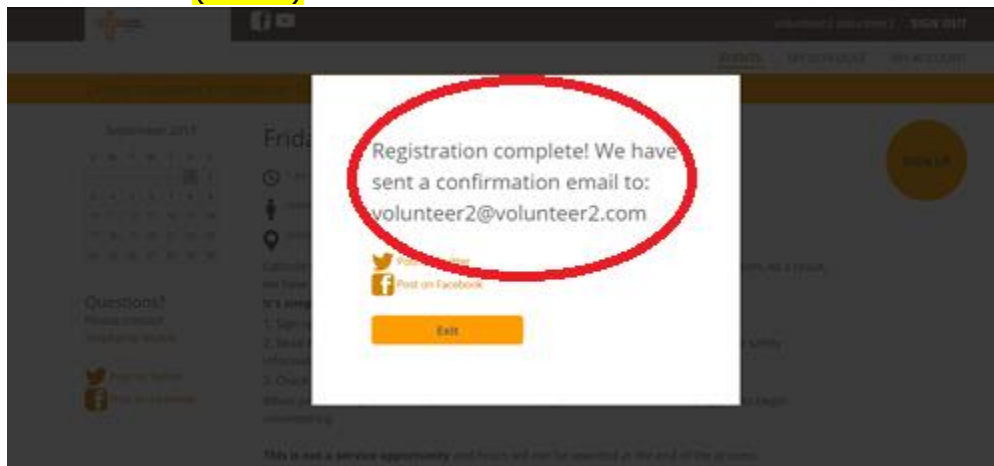
7. Fill out profile completely. (5-7 min)

8. Select Next. (30 sec)

9. Read and sign liability waiver. Be sure to read all documents in liability waiver. (5 min)



10. Registration is Complete. Check your email for the rest of the Online Orientation. (1 min)



STEP TWO: Complete References, Safe Environment & Background Check

1. This is the email, follow the steps to complete the application. (30 sec)

Welcome to the Online Volunteer Orientation for Catholic Charities Dallas!

All the information you need to complete the orientation process is in this email. Please read carefully to make sure you don't miss any important details.

Complete the Online Orientation in 3 Steps...

To complete the Orientation process, and to ensure that everyone who volunteers at Catholic Charities has a great experience, here are the next steps:

- 1. References:** Volunteers must have three (3) references complete & submit our online reference check form. Simply email this link to three people (cannot be relatives): <https://ccdallas.org/volunteer-reference-form/>
- 2. Safe Environment:** Volunteers must complete Safe Environment training in the Diocese of Dallas to ensure their safety and that of the vulnerable people we serve. The Safe Environment Training Video & response questions can be found here: <https://ccdallas.org/volunteer/volunteer-opportunities/volunteer-safety-video/>
- 3. Background Check:** You will receive an email from our Volunteer Coordinator in 1-3 business days asking you to login to your VolunteerHub account where you will be prompted to complete your background check

Last but not least, you'll receive a call from one of our Volunteer Liaisons to complete your **Interview** and to give you the opportunity to ask any questions you might have.

You have already completed your application and acknowledged that you have received and will read the following:

[Catholic Charities Dallas Volunteer Handbook](#)

[Catholic Charities Dallas Safety Handbook](#)

[Roman Catholic Diocese of Dallas Computer Systems and Internet Use Policy](#)

[Roman Catholic Diocese of Dallas Social Media Policy](#)

[Roman Catholic Diocese of Dallas Safe Environment Handbook](#)

As soon as your Volunteer Approval Process is complete, our Volunteer Coordinator will email you to invite you to begin volunteering!

If you have any questions along the way, please do not hesitate to contact us at volunteer@ccdallas.org or 469-801-8134.

2. Email this link to three people (cannot be relatives): <https://ccdallas.org/volunteer-reference-form/> (10 min)



Get involved

Angels of Charity
Angels of Charity Leadership
Angels of Charity Events

Volunteer Reference Form

You have been asked by a prospective Catholic Charities of Dallas volunteer to act as a reference on their behalf as part of the screening process. Catholic Charities utilizes a thorough screening process to provide a safe and secure environment for children, youth and vulnerable adults who participate in our programs. Thank you for your time in assisting with this process! All information you submit is confidential and will not be shared with the prospective

3. Watch the Safe Environment Video by clicking on the following link:
<https://ccdallas.org/volunteer/volunteer-opportunities/volunteer-safety-video/>

Be sure to answer the questions following the video and submit. (30 minutes)

***If you are already Safe Environment cleared, please email a copy of your Safe Environment Certificate to: smyers@ccdallas.org .

Leadership

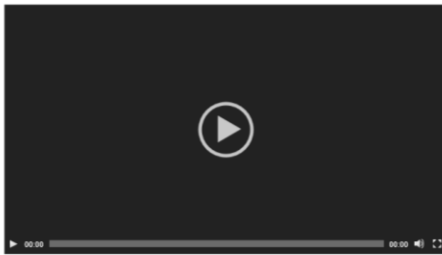
- Archangels Men's Network Events
- Join the Archangels Men's Network

Volunteer

- Volunteer Opportunities
- Volunteer Safety Video**
- Volunteer Reference Form
- New Volunteers
- Current Volunteers
- Volunteer Groups

Photo Galleries

Mission Statement of the Safe Environment Program in the Diocese of Dallas



As you watch the video, please answer the questions below concerning key pieces of information. Your answers will be submitted to our Volunteer Coordinator to ensure completion of Safe Environment Training and will serve as

4. This is the email you will receive from our Volunteer Coordinator in 1-3 business days asking you to login to your VolunteerHub account where you will be prompted to complete your background check. (30 sec)

Please log back in to your Volunteer Profile [here](#) and you will be asked to initiate your **Background Check**.

Then, make sure that the other steps of your Online Orientation are complete...

1. References: Volunteers must have three (3) references complete & submit our online reference check form. Simply email this link to three people (cannot be relatives): <https://ccdallas.org/volunteer-reference-form/>

2. Safe Environment: Volunteers must complete Safe Environment training in the Diocese of Dallas to ensure their safety and that of the vulnerable people we serve. The Safe Environment Training Video & response questions can be found here: <https://ccdallas.org/safe-environment-training-for-volunteers>

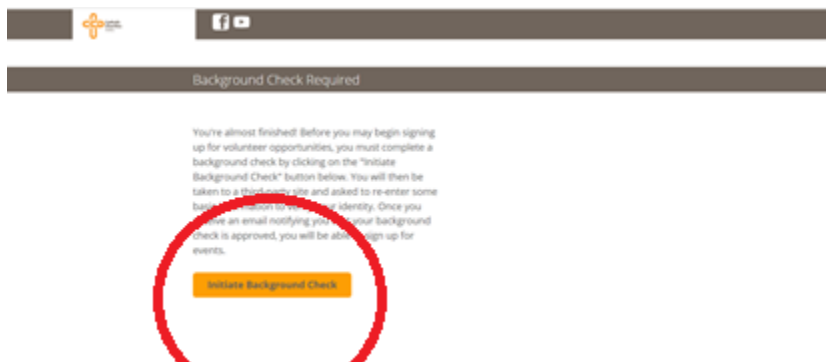
When we have your Background Check ready, your completed References, and your Safe Environment Training response questions, we will call you for your Volunteer Interview!

Then, you'll be ready to begin volunteering!

5. Log back into your VolunteerHub account. (30 sec)



6. Select "Initiate Background Check" and follow the steps to submit. (15 min)



7. You will receive an email/phone call from a CCD Mission Area staff member to schedule your phone interview. This is the last step of the volunteer application. (interview 5-10 min)
8. After completing the interview, you are ready to volunteer. To sign up for events, log back into your VolunteerHub portal and select "Events".
9. Any questions, comments, or concerns, contact the Volunteer Manager, Stephanie Myers, at 469-801-8134 or smyers@ccdallas.org.