

INSTRUCTION SHEET FOR NEW CORI FORMS

Updated September 6, 2011

Please see the example sheet for each section.

Section 1: Please make sure that every blank is filled in, including last, first and middle name; maiden name or alias; place of birth; date of birth; mother's maiden name; current and former addresses (for the past five years only); sex; height; weight; and eye color. Individuals under age 17 do NOT have to submit a CORI form, but may need to be trained. Contact the OCP if you have questions about this.

Please note: social security number is optional, so applicants do not have to fill that in. Also, ID Theft Index PIN is only for those who have already had their identity stolen and who have been assigned a PIN by the U.S. Government. Most will not have this!

Section 2: This is filled out by the applicant and must have the CORRECT license number, as well as the state of issue. Please review all forms to ensure that the proper number is in this blank as well as the state of issue. If applicants are using another form of photo ID, such as a passport or student ID, do not worry about the fact that it says "Driver's license." Just put in "U.S. Passport" and the number. When verifying the document (section 3), repeat the type of document, such as U.S. Passport and initial it.

Section 3: This section is to be completed by the **authorized trainer only!** This is a legal safeguard **required by the Commonwealth** to ensure that the person completing the form is actually the person matching the photo ID. As the authorized trainer, it is YOUR responsibility to look at the ID to verify that the ID matches the person in front of you and that the name on the CORI form matches the name on the photo ID. **Proper verification** means giving the name of the ID again and putting your initials next to it. This shows that you are taking responsibility for having checked the ID to see that it matches the person's name and appearance!

Section 4: The entire form, and especially the signature, MUST be completed in ink. This is a legal document and it cannot be processed without a permanent signature. Anything that is erasable cannot be used and will be returned to you for a signature in ink.

Section 5: This is for the principal, DRE, or other supervisor to sign and should be completed as well.

Section 6: Please either circle "school" or "parish," as appropriate, or have the applicant put the full name of the site, including "school" or "parish," so that we know which site to assign the person to when the CORI arrives at the CSS office.

Section 7: The name of the town must be filled in. Some people choose to use stamps to fill in sections 6 and 7, or even labels. Stamps are acceptable, since the words cannot be removed, but labels that can be peeled off are not acceptable. **Everything** on these documents must be permanent!

Code of Conduct

Please remember that this is a separate form that we simply two-side on the back of the CORI to save paper. That is why the additional signatures are necessary. This form is to be copied onto the back of all CORI forms except for the Subcontractor. They do not sign the Code of Conduct, nor are they required to attend the Abuse Prevention Training.

Section 8: The applicant must sign again in ink.

Section 9: The applicant must date this form. If it is not dated, it will be returned to you.

Section 10: The applicant **MUST** print his/her name.

Section 11: The name of the site must be filled in.

Section 12: The full name of the town, city, or village must be filled in.

Final Notes

- ✓ All forms *must* be completed in **INK!** If forms are sent to volunteers to complete for renewals, it is a good idea to include a cover letter noting that the form must be done in ink. Advance instructions should save time and effort.
- ✓ When you have reviewed all forms to make sure they are complete, please **staple all documents for each person together.** Please do not staple only the CORI and ID, then attach the volunteer questionnaire with a paper clip. **All three documents should be stapled together in the following order: 1) CORI form; 2) copy of photo ID; and 3) volunteer questionnaire. This is the order preferred by the CORI Department.**
- ✓ If you are submitting forms for **multiple training dates** in the same envelope, please group them by date. This means that each training date should have the sign-in sheet on the top, with the corresponding CORI forms and other documents behind it. Each group can be paper-clipped so that we know which CORI forms belong with which sign-in sheet. Please remember that we have hundreds of forms in the office at one time, so anything you can do to organize your packets and make sure we don't misplace forms helps us out tremendously.
- ✓ You get bonus points for **alphabetizing** your CORI forms. If they are not in alphabetical order when we get them, we have to do that before they can be processed. Getting them in alpha order just means we can get the information into the computer more quickly.
- ✓ **Please check due dates BEFORE you send!** We have been receiving multiple CORI forms for many individuals; as many as 4 forms in one year. This makes a lot of extra work for us and also slows down the process for everyone. Please make sure that you are only submitting renewal forms within a month of the due date and not before. From this point forward, if we receive extra CORI forms without a good reason, we will not process the last form and you will have to wait until a month before the due date to submit a renewal CORI.
- ✓ **Preparation saves the day!** As a reminder, to ensure that forms are done correctly and do not have to be returned to you, a good practice is to not even start the training video until all forms have been reviewed by you and accepted as being done correctly. I do this every week in my own trainings—we all wait until every CORI and questionnaire is completed correctly and then we move forward. That way, I never have to track anyone down. I also have pens on the table and the sign-in sheet ready—more safeguards to make sure things are done properly.
- ✓ **If you have questions, I am just a phone call or email away:** Debora Jones (508) 674-4681 or djones@cssdioc.org.

**Diocese of Fall River
CODE OF CONDUCT**

EXAMPLE

Our Children are the most precious gifts God has entrusted to our care. As a Priest/Deacon/Religious/Employee/Volunteer of the church, I acknowledge that all individuals shall be treated with respect, courtesy, dignity, patience, loyalty and integrity. I promise to strictly follow rules in this Code of Conduct as a condition of my providing services to the children and/or youth of our parish/school/diocese.

1. Situations in which an individual is alone with an unrelated minor are to be avoided. However, if a one-to-one meeting with an unrelated minor needs to occur, it should be held in a public or visible area such as an office with an interior window or an office with the door open.
2. As professionals it is inappropriate for us to give expensive gifts to (or receive expensive gifts from) minors who receive services from us. While it is difficult to define the term "expensive," for this purpose it is defined as a gift not to exceed \$50.00.
3. Minors are never to be disciplined corporally or corrected with abusive or other inappropriate language.
4. It is understood that alcohol and tobacco products are regulated and defined by age limits as established by the Commonwealth of Massachusetts. Employees, volunteers, priests, deacons, and religious are expected to enforce these regulations and never purchase or provide alcohol and tobacco products for those who are underage.
5. Illegal drugs shall never be distributed to or purchased for minors in the care of a priest, religious, deacon, volunteer, or employee of the Diocese of Fall River.
6. Prescription drugs shall never be distributed to a person whose name is not on the prescription.
7. No one will abuse alcohol when engaged in professional activities representing the Diocese of Fall River.
8. As professionals, we should always provide a safe environment, which ensures that sexual boundaries will not be violated. These include, but are not limited to, sexual, physical, and emotional boundaries, and all forms of contact, such as telephone, email, texting, social networking, and any other form of electronic media.
9. Never touch a minor in a sexual or other inappropriate manner.
10. It is illegal to engage in any form of sexual behavior with a minor.
11. Professionals in a supervisory capacity should be mindful of their responsibilities to the youth that they serve, and at no time shall their role be used to coerce an individual to engage in any sexual behavior.
12. Always report any suspected abuse to Catholic Social Services at 508-674-4681 and other appropriate designated staff.

I understand that as a priest/deacon/religious/volunteer/employee working with children and/or youth, an investigative background check will be made on me. I understand that failure to follow any rule in the Code of Conduct will result in an inquiry from the Diocese.

⑧ Mary Smith
Applicant **SIGNATURE**

⑨ 11/30/10
Date

⑩ Mary Smith
Applicant **PRINTED NAME**

⑪ Holy Trinity Parish
Parish/School Name

⑫ Fall River, MA
Town of Parish/School