



Volunteer Forms 2021

Verification Forms

The safety of the youth is our number one priority. The Steubenville Florida Conference Office works closely with each Diocese in Florida to ensure that all volunteers attending the conference have completed the Safe Environment Requirements in accordance of the policies under the “Charter for the Protection of Children and Young People.”

Each form below is specific to one of the seven (arch)dioceses in the state of Florida and one for out-of-state volunteers.

Submit the proper form to your home diocesan contact.

Diocesan Contacts

Diocese of Orlando

Signed and Sealed by your Parish Pastor

Archdiocese of Miami

Viviana Yerex
 Coordinator of Youth Ministry
 Phone: 305-762-1185
 Email: vyerex@theadom.org

Diocese of Palm Beach

Kathy Casey
 Diocese of Palm Beach Safe Environment Office
 Phone: 561-775-9530
 Email: kcasey@diocesepb.org

Diocese of Pensacola/Tallahassee

Jeanne M. Blake
 Office of Human Resource and Safe Environment
 Phone: [850-435-3570](tel:850-435-3570)
 Email: blakej@ptdiocese.org

Diocese of St. Augustine

Vicky Rispoli
 Diocese of St. Augustine Youth and Young Adult Ministry
 Phone: [904-262-3200](tel:904-262-3200) ext. 112
 Email: vrispoli@dosaf.com

Diocese of St. Petersburg

Kim Sbarra
 Safe Environment Office
 Phone: 727-344-1611 ext.5303
 Email: ks@dosp.org

Diocese of Venice

Cara Smith
 Diocese of Venice Background Screening Coordinator
 Phone: 941-441-1104
 Email: Smith@dioceseofvenice.org

Out of Florida Diocese

Signed and Sealed by your home Diocesan Office (last form)

Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
 Verification Form for the Diocese of **Orlando**
 Charter for the Protection of Children and Young People

As Pastor of _____ Church/Parish in the Diocese of **Orlando**, I hereby notify Catholic Servant Ministries, Inc that each adult listed below has been background checked and cleared in accordance with the policies of the Diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is listed on this declaration.

Parish: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Pastor ONLY)
1.		

(PARISH SEAL)

Signature of Pastor

Date Verified and Signed

**Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
Verification Form for the Diocese of Palm Beach
Charter for the Protection of Children and Young People**

As Bishop/Vicar General/Chancellor/Vice Chancellor of the Diocese of Palm Beach, I hereby notify the Catholic Servant Ministries, Inc. and the Steubenville Florida Youth Conference Office that the adult listed below has been background checked and cleared in accordance with the policies of our (arch)diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

Parish: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.			

(SEAL)

Signature of Bishop/Vicar
General/Chancellor/Vice Chancellor

Date Verified and Signed

Mail to:
Steubenville Florida
Catholic Servant Ministries, Inc.
4521 PGA Blvd. #173
Palm Beach Gardens, FL 33418

Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
 Verification Form for the Diocese of **Miami**
 Charter for the Protection of Children and Young People

As Archbishop/Vicar General/Chancellor of the Diocese of **Miami**, I hereby notify the Catholic Servant Ministries, Inc. and the Steubenville Florida Youth Conference Office that the adult listed below has been background checked and cleared in accordance with the policies of our (arch)diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Archdiocesan Office ONLY)	Date of PGC (Completed by Archdiocesan Office ONLY)	VIRTUS Report Submitted (Completed by Archdiocesan Office ONLY)
1.				

 Signature of Archbishop/Vicar General /Chancellor

 Date Verified and Signed

Mail to:
 Steubenville Florida
 Catholic Servant Ministries, Inc.
 4521 PGA Blvd. #173
 Palm Beach Gardens, FL 33418

**Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
Verification Form for the Diocese of Pensacola-Tallahassee
Charter for the Protection of Children and Young People**

As Bishop/Vicar General/Chancellor of the Diocese of Pensacola-Tallahassee, I hereby notify the Catholic Servant Ministries, Inc. and the Steubenville Florida Youth Conference Office that the adult listed below has been background checked and cleared in accordance with the policies of our (arch)diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

Parish Name: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.			

(SEAL)

Signature of Bishop/Vicar General
/Chancellor

Date Verified and Signed

Mail to:
Steubenville Florida
Catholic Servant Ministries, Inc.
4521 PGA Blvd. #173
Palm Beach Gardens, FL 33418

**Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
Verification Form for the Diocese of St. Augustine
Charter for the Protection of Children and Young People**

As Bishop/Vicar General/Chancellor of the Diocese of St. Augustine, I hereby notify the Catholic Servant Ministries, Inc. and the Steubenville Florida Youth Conference Office that the adult listed below has been background checked and cleared in accordance with the policies of our (arch)diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

Parish: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.			

(SEAL)

Signature of Bishop/Vicar General
/Chancellor

Date Verified and Signed

Mail to:
Steubenville Florida
Catholic Servant Ministries, Inc.
4521 PGA Blvd. #173
Palm Beach Gardens, FL 33418

**Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
Verification Form for the Diocese of St. Petersburg
Charter for the Protection of Children and Young People**

As Bishop/Vicar General/Chancellor of the Diocese of St. Petersburg, I hereby notify the Catholic Servant Ministries, Inc. and the Steubenville Florida Youth Conference Office that the adult listed below has been background checked and cleared in accordance with the policies of our (arch)diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

Parish: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.			

(SEAL)

Signature of Bishop/Vicar General
/Chancellor

Date Verified and Signed

Mail to:
Steubenville Florida
Catholic Servant Ministries, Inc.
4521 PGA Blvd. #173
Palm Beach Gardens, FL 33418

**Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
Verification Form for the Diocese of Venice
Charter for the Protection of Children and Young People**

As Bishop/Vicar General/Chancellor of the Diocese of Venice, I hereby notify the Catholic Servant Ministries, Inc. and the Steubenville Florida Youth Conference Office that the adult listed below has been background checked and cleared in accordance with the policies of our (arch)diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

Parish: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.			

(SEAL)

Signature of Bishop/Vicar General
/Chancellor

Date Verified and Signed

Mail to:
Steubenville Florida
Catholic Servant Ministries, Inc.
4521 PGA Blvd. #173
Palm Beach Gardens, FL 33418

Volunteer (Mercy Crew, Prayer Minister and General Volunteer)
Verification Form
Charter for the Protection of Children and Young People

As (Arch)Bishop/Vicar General/Chancellor of the (Arch)Diocese of _____

I hereby notify the Catholic Servant Ministries, Inc. and the Steubenville Florida Youth Conference Office that _____ has been background checked and cleared in accordance with the policies of our (arch)diocese under the “Charter for the Protection of Children and Young People” as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

(SEAL)

Signature of (Arch)Bishop/Vicar
General/Chancellor

Date

Mail to:
Steubenville Florida
Catholic Servant Ministries, Inc.
4521 PGA Blvd. #173
Palm Beach Gardens, FL 33418



STEUBENVILLE
CONFERENCE