

Required Background Forms for Adults attending March for Life Pilgrimage *(Adults are all those out of high school and 18 or older)*

*****Copies all these forms must be submitted to the Respect Life Office together with the registration form for the pilgrimage. Please include copies with registration forms your group submits, do not send individually.**

1. State of Illinois Conviction Information Request Form (non-fingerprint)

Each new employee and/or volunteer in a school or parish, working with or around children or youth, must submit to a State of Illinois Conviction Information **Name Check Request**. Forms are available from the Illinois State Police by calling 815-740-5216. The current fee for each background check is **\$16**. Information for online requests available at: <http://www.isp.state.il.us/crimhistory/uciaformreq.cfm> . The parish/school or group leader should be able to help chaperones with obtaining the request form. The State Police will issue a report (this process may take up to 4-6 weeks). The original report should be kept on file by the parish/school. **Either a copy of the submitted request form or the report issued by the police must be submitted along with the registration form for the pilgrimage. A Verification Form** acknowledging status is to be signed annually by all non-contractual employees and volunteers and kept in parish/school files. **For adults who have attended the pilgrimage in the past a copy of the verification form must be submitted each year attending the trip. (Verification form can be found on website at www.rockforddiocese.org/respectlife)**

2. Acknowledgement of Mandated Reporter Status

Every new employee and/or volunteer in a school or parish, working with or around children, is designated by law to be a mandated reporter of suspected child abuse or neglect. This form is to be read, signed and kept in a personnel file in the parish or school. Forms can be obtained from DCFS or by going to www.state.il.us/DCFS/docs/Mandated.pdf (scroll to page 55). Each contracted employee verifies his or her current status annually with the signing of a new contract. A **Verification Form** acknowledging mandated reporter status is to be signed annually by all non-contractual employees and volunteers and kept in parish/school files. **A copy of the signed form must be submitted along with registration form. For those that have attended the pilgrimage in the past, a copy of the signed verification form must be submitted each year attending the trip. (Verification form can be found on website at www.rockforddiocese.org/respectlife)**

3. Sexual Misconduct Norms Booklet and Receipt Form

Every employee and/or volunteer in the parish or school must receive this booklet, read it and sign the receipt form. The signed receipt form is to be **mailed to the Chancery Office** and a copy retained in the parish/school files. Booklets and receipt forms are available, free of cost, from the Chancery by calling 815-399-4300. **A copy of the signed receipt form must be submitted along with registration. For those that have attended in the past who submitted this once, it does not need to be resubmitted.**

4. Code of Pastoral Conduct

Every employee and/or volunteer in the parish or school must receive this booklet, read it and sign the receipt form. The signed receipt form is to be **mailed to the Chancery Office** and a copy retained in the parish/school files. Booklets and receipt forms are available from the Chancery for \$2, or parishes can make their own copies of the booklet and receipt form at no cost. **A copy of the signed receipt must be submitted along with registration. For those that have attended in the past and already submitted this form once, it does not need to be resubmitted.**

5. Protecting God's Children Training

Every employee and/or volunteer in the parish or school who, at any time, has contact with children or youth must participate in the Protecting God's Children program. Deanery Directors of Religious Education and Principals will publicize a timetable of local sessions. **There is now the capability of doing this training online.** Please contact Ann Hickey in the Education Office at 815-3994300 or more information regarding the online course. **A copy of the certificate of attendance must be submitted along with registration. If having attended pilgrimage in the past, this does not need to be resubmitted.**