

ADMINISTRATION FILES

Catechist/Volunteer File

Name, address, phone, email
Years in parish
Emergency contact person(s) and phone
Medical information if pertinent
Volunteer history
Years of service
Type of service
Letters of reference
Certification status
Course record, copy of certification
Child Protection Policy documentation and forms
BCI/FBI return notice
Awards, accomplishments
Session lesson plans
Self-evaluation(s)
Observation form(s)
Catechist job description signed

Participant File

Name, address, phone, email
Years in parish
Family members
Emergency contact person(s) and phone
Medical information if pertinent
Attendance record
Sacramental record
Awards, accomplishments
Permission forms, including permission for direct communication (F-20), permission to publish (F-21)
Separation/divorce agreement if custody issues (F-24)
Religion of parents
Learning needs, IEP, etc.
Parent and student signed agreement