



Dear Parish Volunteer,

Thank you for your interest in serving as a volunteer. Saint Margaret Parish and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and archdiocesan Catholic schools use *Shield the Vulnerable*, a compliance management system that allows all parishes and schools to facilitate compliance with archdiocesan child protection.

Please register as a Saint Margaret Parish volunteer at www.shieldthevulnerable.org.

1. Select *First-Time Signup*
2. Select *Catholic Diocese*.
3. Select *Baltimore Archdiocese*. Then select *Confirm*
4. You will then see a letter from Archbishop Lori. After reading his letter, select *NEXT*.
5. **User Login Data** section: You will **create** your own login-ID and password. Once all requested information is completed, select *Next Step*.
6. **Affiliation** section: Select *Volunteer* as User Type.
7. Select the appropriate Location Type, Where Located, and Location Name.
8. Because you are **not** working with children, select *No Substantial contact w/ children*. However, if you also will be driving as part of your volunteer service, then select *Drivers without contact*. Then select *Next Step*.
9. You will be asked, "Do you volunteer at another location?" If you will be serving at another location, repeat steps 6-8 for that location.
10. **Application Info** section: You will be asked, "Are you a new volunteer?" Select *Yes*.
11. Answer the three questions for volunteers/employees. Then select, *Next Step*.
12. **Summary/Confirm** section: Review your information. If it is correct, select *Accept* and then *Confirm Signup*.

13. Next you will need to read the Archdiocese of Baltimore's child and youth protection policies: *A Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*. You will be asked to answer questions about the policies.

14. Upon completion please call or email me to let me know you are done.

Thank you for your service to our Church and especially for your commitment to the children and youth. Please contact me if you have any questions.

God bless!

Karen Saccenti
Volunteer Coordinator
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