



# Prospective Volunteer Profile

Terra Sancta Retreat Center  
 2101 City Springs Rd, Rapid City, SD 57702  
[volunteer@terrasancta.org](mailto:volunteer@terrasancta.org); Phone: 605-716-0925

The Diocese of Rapid City is grateful for the time and talent volunteers are willing to give to the retreat center at Terra Sancta. All volunteers are asked to complete this form. The diocese is committed to providing a safe environment for those children and youth who will stay at the retreat center or volunteer to help at the retreat center.

## Contact Information

Application Date:	
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Name (First MI Last):			
Street Address/PO Box:			
City, State Zip:			
Primary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		Secondary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	
Email:		Age:	<input type="checkbox"/> 18 or older
Do you have a valid South Dakota driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> under 18 - date of birth: ___/___/___	
<b>Parent signature required if under 18</b>			
Are you willing to submit to a background check, fingerprinting and/or driver's record check if required for certain volunteer activities? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Medical Information

Primary Care Doctor:		Clinic:	
Phone:		Phone:	
Please list any special needs/conditions that we should be aware of (diet, medical, allergies):			

## Volunteer Information

Are you volunteering with a specific group/team? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list team name/group contact:		<b>Interests:</b> Select as many as apply. See brochure and insert for more information.  <input type="checkbox"/> Project Based - please list which area(s)  <input type="checkbox"/> Retreat/Event Reception <input type="checkbox"/> Cleaning - Daily <input type="checkbox"/> Cleaning - Lodging Rooms <input type="checkbox"/> Food Service <input type="checkbox"/> Laundry Service <input type="checkbox"/> Maintenance <input type="checkbox"/> Prayers <input type="checkbox"/> Other (please list)
<b>Availability:</b> What hours are you available to volunteer (select as many as apply)? <input type="checkbox"/> Weekday mornings <input type="checkbox"/> Weekday afternoons <input type="checkbox"/> Weekday evenings <input type="checkbox"/> Weekend mornings <input type="checkbox"/> Weekend afternoons <input type="checkbox"/> Weekend evenings	How often do you anticipate volunteering at the Retreat Center at Terra Sancta? <input type="checkbox"/> One event/project <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> As I am able <input type="checkbox"/> Not sure	

# Parental Permission for Volunteers under the age of 18

Volunteers under the age of 18 will be asked to sign the diocesan Code of Conduct for Youth. This form must also be signed by a parent/guardian. Forms are available from your parish office or request one from [volunteer@terrasancta.org](mailto:volunteer@terrasancta.org).

I, the undersigned parent or guardian, grant permission for my child, named on the front of this form, to participate as a volunteer at *Terra Sancta*. Volunteering will take place under the guidance and direction of retreat center employees and or volunteers from the retreat center. As the parent and/or legal guardian, I remain legally responsible for any personal actions taken by the aforementioned minor (participant). I hereby authorize the retreat center to take my child for medical treatment in the event of an emergency in which neither parent can be reached. I authorize any licensed physician or medical center to treat my child.

Without compensation, I hereby grant permission to the Diocese of Rapid City to use and reproduce photographs/videos taken of my child as they volunteer at *Terra Sancta*. These photographs/videos may be used for news, editorial, and promotional purposes in publications, electronic reproductions and/or brochures. I hereby release the photographer/videographer, the journalists, and the publications or media outlets they represent, as well as the Diocese of Rapid City, from all claims and liability relating to said photographs/videos.

## Adult Volunteers

In addition to submitting this completed form, adult volunteers (those 18 YEARS OF AGE OR OLDER) must complete the following prior to volunteering at *Terra Sancta* (available from your parish office or contact us at [volunteer@terrasancta.org](mailto:volunteer@terrasancta.org)):

- read the diocesan Sexual Misconduct policy
- read and sign the diocesan Volunteer Code of Conduct
- complete a Volunteer Background Check Disclosure and Authorization form
- complete the diocesan Background Questionnaire Concerning Sexual Abuse
- complete Safe Environment training

***If an adult volunteer fails to allow adequate time to ensure the background check is completed, the adult volunteer will not be permitted to volunteer if young people are at the retreat center during the time the adult will be volunteering.***

Additionally, the adult volunteer listed on the front of this form agrees to defend, protect, indemnify and hold harmless the Diocese of Rapid City against and from all claims arising from the negligence or fault of the aforementioned adult volunteer which arise out of volunteering at *Terra Sancta*. Additionally, the aforementioned adult volunteer agrees to protect, defend, hold harmless and fully indemnify the Diocese of Rapid City and *Terra Sancta* for any claim or cause of action whatsoever arising out of volunteering at *Terra Sancta* that is brought against the Diocese of Rapid City by the aforementioned adult volunteer or their family members whether such claim arises from the alleged negligence of the Diocese of Rapid City, its employees or agents or the aforementioned adult volunteer's negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Without compensation and as an adult volunteer, I hereby grant permission to the Diocese of Rapid City to use and reproduce photographs/videos taken of me. These photographs/videos may be used for news, editorial or promotional purposes in publications, electronic reproductions, and/or brochures. I hereby release the photographer/videographer, the journalists, and the publications or media outlets they represent, as well as the Diocese of Rapid City, from all claims and liability relating to said photographs/videos.

***Diocesan Office Use ONLY:***

***Background check steps completed and approved?***  
 Yes  No

***Date*** \_\_\_/\_\_\_/\_\_\_

***Initials*** \_\_\_\_\_

Signature of Volunteer Date

Signature of Parent (if volunteer is under the age of 18) Date

Emergency Contact Name (printed):

Emergency Phone Number(s):

Please return this completed form to the *Terra Sancta* Retreat Center:

Phone: 605-716-0925  
 Email: [volunteer@terrasancta.org](mailto:volunteer@terrasancta.org)



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