



Bukas-Loob sa Diyos Catholic Charismatic Covenant Community  
BLD Newark Community, Rahway, NJ  
Archdiocese of Newark, NJ

## **COMPLIANCE CHECKLIST for VOLUNTEERS**

NAME: \_\_\_\_\_

ID Number: \_\_\_\_\_ BLD Affiliation: \_\_\_\_\_

Assignment: \_\_\_\_\_

<u>item no.</u>	<u>requirement</u>	<u>done</u>	<u>date</u>	<u>rec'vd. /filed</u>
<u>1</u>	Volunteer Application Form - completed			
<u>2</u>	2012 Code of Conduct - read and receipt signed			
<u>3</u>	Background Screening - done and cleared			
<u>4</u>	PGC Workshop - attended with certificate			

- NOTE:**
1. All above data will be kept confidentially, at a secured place.
  2. The volunteer may access and review **ONLY** his/her own file.
  3. Unless revised, nos. 1 and 2 are done only once.
  4. No. 3 is valid for 5 years; can be done personally by the volunteer or by the office of the BLD DCS for Pastoral.
  5. No. 4 is valid for 3 years; renewal/re-training can be done by physically attending a PGC workshop before expiration of current certificate, or by periodically reading Virtus articles on-line, and requesting a printable on-line certificate, once a year.