



VOLUNTEER CERTIFICATION PROCESS FOR RC LEADERS

Thank you for your generosity in serving and giving of your time and talent in a Regnum Christi leadership role. As we professionalize our institutional policies and procedures, we must be proactive on our part of due diligence as a non-profit volunteer organization. It is normal process for anyone serving in a leadership or administrative volunteer role to read, understand, and agree to our organization's policies and procedures, sign a volunteer agreement (including a non-disclosure and confidentiality agreement), and submit to a background check. Upon completing this process, the volunteer receives a 'Volunteer Certificate' which is valid for three years.

Volunteer certification is currently a requirement for all volunteers residing in the USA¹ who are working with youth or serving in a RC leadership role. We ask that all volunteers assuming leadership positions (e.g. RC local directors, section directors, local college members, RCD council members, spiritual directors, bank account signers and bookkeepers) have a valid [Volunteer Certificate](#) throughout their tenure of service. Those volunteers already serving are asked to acquire their certificate no later than December 31, 2020.

Volunteer Certificates can be acquired by completing the certification steps found online at <https://rcactivities.com/volunteers>. Even if you have a valid certificate from your local diocese, we require that you complete this process specifically for our Regnum Christi organization. The certification process typically takes 20-30 minutes including the required reading documents and completing online forms. A small fee is required by *Sterling Volunteers* to conduct the background check.

If you have any questions regarding the process, please contact customerservice@rcactivities.com or call (855) 556-6872 M-F 8am-4pm EST.

Common Questions:

- Why do I have to read and sign all of these things having to do with safe environment and youth if my leadership role does not involve working with youth?
 - *As Regnum Christi leaders, we all have a responsibility to be aware of and help ensure that our safe environment policies and practices are properly implemented across the locality. Our policy states that should anyone observe or reasonably suspect a safe environment violation, they should make a report to their director or administrator. In this case, all RC leadership should be prepared to properly handle these types of situations.*
- *As a 'certified volunteer', I understand that I am covered by insurance. What type of insurance is it?*
 - *As a certified volunteer, you are legally protected under the organization's liability insurance policy, thus you are protected should you be sued for claims on covered by our insurance policy.*
- *Do I need to renew my Volunteer Certificate every 3 years?*
 - *Yes. Typically, formal leadership appointments are for a period of 3 years. It is your responsibility to renew your certificate on or before the specified expiration date.*

¹ Volunteer Certification processes for non-USA countries in the territory are forthcoming. Meanwhile, it is expected that all volunteers in leadership positions are familiar with the territory's Volunteer Policy and Procedures which can be found [HERE](#) and have also complied with all local diocesan Safe Environment requirements.