

# Francis Fund Scholarship YOUTH MINISTRY EVENT APPLICATION

ONLY USE THIS APPLICATION IF THE EVENT YOU ARE ATTENDING IS A YOUTH MINISTRY EVENT  
TO BE CONSIDERED BY THE REVIEW COMMITTEE, EVERY LINE MUST BE COMPLETED IN FULL

For Youth Events that are all inclusive (i.e. Steubenville, Catholic Heart Workcamp, Appalachia Workcamp, Manus Christi, Faith and Reason, etc) The Francis Fund will fund up to half of the total cost of the registration fee, however, no more than \$300.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Registered Parishioner At: \_\_\_\_\_ Town \_\_\_\_\_

Attending Event with Parish: \_\_\_\_\_

E-mail \_\_\_\_\_

Ministry/Parish Involvement \_\_\_\_\_

*Title of Workshop, Conference, Seminar, Course*

\_\_\_\_\_ Date \_\_\_\_\_

**For this event I will be 18 (or over) and out of high school: YES NO**

If yes, please include copies of your Clearances, Virtus, Code of Conduct sign off, and Reporting Training.

- **Complete birthday (month, date, year):** \_\_\_\_\_
- **Age during the event** \_\_\_\_\_
- **I will graduate from high school (month, year):** \_\_\_\_\_

★ Please check all Diocesan Youth Events attended in the last 12 months:

\_\_\_\_\_ NET Ministry Retreat

\_\_\_\_\_ Family Fest

\_\_\_\_\_ March for Life

\_\_\_\_\_ Cedar Point Youth Day

\_\_\_\_\_ Winter Retreat

\_\_\_\_\_ Home School Mass

Please complete each of the boxes in the chart below.

<b>FEES:</b>		<b>CREDITS:</b>	
Total Conference Fee: (With meals, transportation, etc.)	\$	Parish Subsidy Amount:	\$
Registration Fee:	\$	Paid by Individual:	\$
Projected Amount Needed:	\$	Fundraising Amount:	\$
		Other Funding:	\$
<b>TOTAL SCHOLARSHIP REQUESTED:</b> (Must be equal to or less than Conference Registration Fee)	\$	This Colum Total:	\$

- Please attach a narrative of 100 words or more describing how this event will contribute to the development of your faith or to your preparation for ministry.
- Please attach a letter from the Pastor explaining the financial need of the applicant, attesting to the applicant's regular and active participation in the parish, and his support for the program they are attending.
- Please attach a copy of your registration or copy of your invoice.

Signature of Applicant: \_\_\_\_\_

It is important to note that **anyone age 18 and over (and out of high school)** who will participate in an event with youth **must** have:

- ❖ Pennsylvania State Police Criminal History Report
- ❖ Pennsylvania Department of Human Services Child Abuse History Clearance
- ❖ FBI Criminal History Report with fingerprinting
- ❖ VIRTUS Training
- ❖ Mandated & Permissive Reporting Training
- ❖ Diocese of Greensburg Pastoral Code of Conduct Sign-off

**Francis Fund Scholarship Applications will not be considered if these documents are not attached.**

Previous Checks and Clearances are not valid for the Diocese of Greensburg if a person does not have 'continuous' service in youth ministry with a parish or with the diocese (e.g., a person who obtained the proper Check and Clearance for a specific youth event but who did not continue to be involved in the parish's youth ministry program after the specific event needs to reapply for these documents).

If a person has maintained continuous service in youth ministry with a parish or with the diocese, there should be a copy of these documents on file at the parish or school. Ask the parish or school for copies of the documents, with a cover letter attesting that the parish/school actually has the originals on file.

VIRTUS Training is only required to be completed one time.

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**Sample Parish Letter regarding Clearances for Faith Formation/Youth Ministry Office**

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**Please place on your parish letterhead**

Date

To Whom It May Concern

I acknowledge that name of person from name of parish has **all** of the following 6 clearances and trainings, listed below, which are required by law to be an adult volunteer or employee working at a youth event sponsored or supported by the Diocese of Greensburg.

This should include:

*(please check all clearances that are attached to this letter)*

- \_\_\_\_\_ **Pennsylvania State Police Criminal Check**
- \_\_\_\_\_ **Pennsylvania Child Abuse History**
- \_\_\_\_\_ **Virtus Training Certificate**
- \_\_\_\_\_ **FBI Fingerprinting/Affidavit as required**
- \_\_\_\_\_ **Mandated Reporter Training Certificate**
- \_\_\_\_\_ **Diocese of Greensburg Pastoral Code of Conduct Sign-off**

Please find attached to this letter copies of the above mentioned documents. I attest that I have viewed the original documents and have verified the original clearances are up to date and on file.

Sincerely,

***Signature***

Pastor or person in charge of clearances in parish

# **Check List**

- Submit Application Before The Deadline Date!
- Am I Using The Correct Application?
- Narrative
- Pastor Letter
- Copy Of Registration Form
- Is Every Line On My Application Completely Filled Out?
- Did I Submit My Reflection From Past Events?

## **Youth-**

- Did I Check-Off the Diocesan Sponsored Event That I Attended This Past Year?
- Did I List My Birth Date?
- Did I List When I Will Graduate?

## **Adults Over 18-**

- Are All Clearances Included?
  1. PA State Police Clearance
  2. PA Child Abuse Clearance
  3. FBI Fingerprinting- Or Affidavit, If Applicable As A Volunteer
  4. Virtus
  5. Mandated Reporter
  6. Code of Conduct Sign-Off Page