

SAFE ENVIRONMENT CLEARANCE

People who wish to volunteer in a capacity that brings them in contact with the school children are required to provide certain documentation before they may be added to the volunteer list. Volunteers are required to receive national Live Scan fingerprint clearance through the Diocese of St. Augustine (those volunteering in VPK are required to be live scanned through the Early Learning Coalition). Volunteers must also provide proof of attendance at a Protecting God's Children workshop, three references from **non-family members**, and a signed acknowledgement that they have read the *Standards of Ethical Conduct for Lay Employees and Volunteers*, which is found on the diocesan website.

NON-VPK CLASSROOM VOLUNTEERS

1. Print a copy of the Criminal Background Check form and the Application for Volunteer Work form, located under the *Forms* section on this website, complete the forms, and return them to the school office.
2. Schedule a Live Scan appointment. (See "Live Scan Instructions" and "Locations for Live Scan Fingerprinting" under the *Forms* section on this website.)
 - a. The Live Scan fee is \$45.25 (Fieldprint, Inc.) or \$51.25 (L1 Solutions). Fees may be changed without notice. Please note that the Live Scan results are usually received in 24 to 72 hours.
3. Print three copies of the Confidential Reference Check form (located under the *Forms* section on this website). Have three non-family members complete the forms. Return the references to the school office.
4. Register for a *Protecting God's Children* workshop by logging onto www.virtus.org and selecting the class most convenient for you.
 - a. Provide a copy of the certificate, which will be issued at completion of the class, to the office.
5. Read the document *Standards of Ethical Conduct for Lay Employees and Volunteers*, which is located on the Diocese of St. Augustine website. Return the signed acknowledgement to the office.
 - a. Key www.dosafl.com to access the website.
 - b. Click on *Diocesan Administration* on the left of the home page.
 - c. Scroll down to *Diocesan Policies and Procedures*.
 - d. Under "From the Chancellor's Office," select *Standards of Ethical Conduct for Lay Employees and Volunteers*.
6. Read the document *Diocese of St. Augustine "Screening of Church Personnel"* located under the *Forms* section on this website.

VPK VOLUNTEERS

***(We recommend that you complete the VPK Live Scan process if you have a child that will be entering VPK within the next five years.)**

1. Print a copy of the Criminal Background Check form, the Application for Volunteer Work form, and the Live Scan Background Screening Submission form, located under the *Forms* section on this website. Complete the Criminal Background Check form and the Application for Volunteer Work form, and return them to the school office.
2. Contact the Early Learning Coalition at 208-2040 to set up an appointment. Take the Live Scan Background Screening Submission form with you to the live scan site.
 - a. The VPK live scan fee is \$40 (cash or money order) and must be paid at the time of your appointment. Fees may be changed without notice.
3. Print three copies of the Confidential Reference Check form (located under the *Forms* section on this website). Have three non-family members complete the forms. Return the references to the school office.
4. Register for a *Protecting God's Children* workshop by logging onto www.virtus.org and selecting the class most convenient for you.
 - a. Provide a copy of the certificate, which will be issued at completion of the class, to the office.
5. Read the document *Standards of Ethical Conduct for Lay Employees and Volunteers*, which is located on the Diocese of St. Augustine website. Return the signed acknowledgement to the office.
 - a. Key www.dosafl.com to access the website.
 - b. Click on *Diocesan Administration* on the left of the home page.
 - c. Scroll down to *Diocesan Policies and Procedures*.
 - d. Under "From the Chancellor's Office," select *Standards of Ethical Conduct for Lay Employees and Volunteers*.
6. Read the document *Diocese of St. Augustine "Screening of Church Personnel"* located under the *Forms* section on this website.