



Unique. Inspiring. Grounded in Faith... Since 1956

August, 2017

Thank you for choosing to volunteer at Morning Star School. Parent volunteers are one of the most valuable resources our school can have, you are very much appreciated!

If you are volunteering in any capacity which puts you in direct contact with the children of the school a few Diocesan guidelines will need to be met. Please keep in mind, these guidelines have been established for the protection of our children and therefore are necessary.

- 1) **Protecting God's Children** - All volunteers will need to take the "Protecting God's Children" class. This is a 3 hour class offered by trained personnel from the Diocese. Below you will find the directions for locating & registering for the class via internet. This class only has to be taken one time – the training does not expire. There is **no** charge to take this course.
 - a. Go to the Virtus website at www.virtus.org
 - b. Click on the "Registration" tab on the left side-bar
 - c. Click on "view a list of sessions"
 - d. Use the drop-down feature to select the location "St. Augustine, FL (Diocese)"
 - e. Select a class location/date/time that works for your schedule from the list
 - f. Click on "Start Registration"
 - g. You will be prompted to create a user id and password
 - h. Follow the prompts to answer a series of questions
 - i. Select the session you wish to attend and register
 - j. Be sure to get the certificate at the end of your class & bring to school office

- 2) **Criminal Background Check** - Complete a CBC form and have your fingerprints taken using 'live-scan' technology. The instructions & form for this are attached. You can use **either** vendor Fieldprint or MorphoTrust. Return the original, signed CBC form to the school office. The fingerprint clearance is valid for 5 years.

- 3) **Request for Fingerprint Clearance Verification and/or Protecting God's Children Training** – Complete this form only if requested by the school office.

Please contact the school office (904 721 2144) with any questions regarding this important procedure which has been implemented for our children's safety. Thank you!