

**ST. CECILIA SCHOOL
MANDATORY VOLUNTEER REQUIREMENTS**

At Cecilia School we do everything possible to ensure the safety of our students. All parents of St. Cecilia students must be trained using the Virtus Online Training Course “Protecting God’s Children”. If you are planning to volunteer in the school as a classroom volunteer, room mom, hot lunch volunteer, book club volunteer or chaperone of day or overnight field trips you must also be fingerprinted using the Live Scan process. Please read below for more information.

PART 1 “Protecting God’s Children” Online Training Course – ALL PARENTS

Parents must complete an online training program once every three years to volunteer to work with children. This program, “**Protecting God’s Children**” takes about one hour to complete, and it can be accessed through any computer and be completed in stages.

All volunteers are required to complete this course prior to volunteering. When you have completed the course you will receive an email informing you how to print your certificate of completion. Please print your certificate and return it to the school office to the attention of Sister Ann Gilchrist. **We will require the completion of this program for all parents and guardians of St. Cecilia students for the 2018-19 school year. A copy of your certificate of completion will have to be submitted on Registration Day in August if you hadn’t submitted it previously.**

Steps to Registering: “Protecting God’s Children”

1. **Go to:** <http://www.virtusonline.org>
2. **Click on:** *First Time Registrant
Begin the Registration Process*
3. **Select Your Organization:** *San Francisco (Archdiocese)*
4. **Create a Password:** *Your User ID will be yourfirstname.yourlastname.sf506*
5. **Select Your Training Course:** *Protect God’s Children*
6. **Enter:** *Your personal information*
7. **Select Primary Location:** *Choose St. Cecilia Elementary (San Francisco)*
8. **Select Primary Role:** **Volunteer**
9. **Select Your Training Course:** *Protecting God’s Children*

Please remember to print your certificate of completion and return it to the school office to the attention of Sister Ann Gilchrist.

PART TWO: Live Scan Fingerprinting

If you have never been fingerprinted before, the procedure is very simple.

- You can find the nearest Live Scan Location by searching online for “Live Scan” and your zip code. Many local UPS stores offer the service on a walk-in basis.

- Please remember to bring a copy of our Live Scan Service Form and a valid photo ID to the Live Scan location. You can request a copy of the form by emailing Sr. Ann Gilchrist at agilchrist@stceciliaschool.org
- Please tell the Live Scan operator that you need to be cleared by both Department of Justice (DOJ) and FBI. (It's marked on the form, but a reminder helps.)
- Check with the Live Scan operator about payment, some only take cash or checks. The average cost of fingerprinting is \$75.00.
- We usually receive your Live Scan results within a week and will let you know as soon as you have been approved to volunteer.
- Please note that we are not allowed by law to share fingerprint results with any other organization, nor are we allowed to use another organization's results. We apologize for any inconvenience this may cause. *If you have already been fingerprinted for the parish i.e. coaching etc., please log into Virtus and add our school as a secondary location.*

If paying for Live Scan would present a financial hardship, please email Mrs. Kathie Garcia at kgarcia@stceciliaschool.org