

HOW TO VOLUNTEER AT SAINT BERNADETTE SCHOOL

*Any person wishing to work with our Saint Bernadette School Students **MUST** complete all steps of volunteer certification. All paperwork **MUST** be on file in the school office before volunteering in ANY capacity. We encourage all of our parents to begin the Virtus process **as soon as possible**.*

VOLUNTEER GUIDELINES AS MANDATED BY THE CLEVELAND DIOCESE

Saint Bernadette School counts on the many devoted volunteers to help give students a wonderful grade school experience. There are so many opportunities to help such as joining the PTU, assisting in the cafeteria, school library, classrooms, etc. We also rely on volunteers to be room parents, chaperoning/driving for field trips, assististing in the school office and helping with fundraising activities, etc.

The Diocese of Cleveland has **mandated** that all volunteers who have anything to do with children under the age of 18 complete the Virtus Program. Please note that the diocese has **mandated** additional steps to complete the Virtus Program for the 2018-2019 school year. ***To volunteer at Saint Bernadette School, you must complete the following:**

- 1. VOLUNTEER APPLICATION: ALL PARENTS MUST** have an application on file in the school office, **even if you have a previous one on file!** Complete and submit to the school office the ***Saint Bernadette School Volunteer Application attached, and make a copy of your proof of identification** (i.e., copy of **current** driver's license) along with it.
- 2. BACKGROUND CHECK:** The Ohio Bureau of Criminal Identification and Investigation (**BCI**) and the (**FBI**) Federal Bureau of Investigation require that all requests for civilian background checks be submitted electronically only through use of WebCheck or other approved methods. **Background checks need to be updated every 5 years. Parents are responsible for the cost of the fingerprints.** The following are a few convenient area Westlake locations that offer WebCheck:

RESEARCH ASSOCIATES 27999 Clemens Rd., Westlake 440/892-1000 (By Appointment Only)	ST. CHRISTOPHER 20141 Detroit Rd., Rocky River 440/331-6226 (By Appointment Only)	SECURITY HUT 18614 Detroit Rd., Lakewood 216/226-0461 (By Appointment Only)	NORTH OLMSTED BMV 2642 Brookpark Rd. Ext, N. Olmsted 440/779-0830 (By Appointment Only)	NATIONAL BACKGROUND CHECK 1991 Crocker Rd., Suite 600 877/932-2435 (By Appointment Only)
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For additional locations, please check the list on the Ohio Attorney General's website at:
<http://webcheck.ag.state.oh.us/webcheckcommunity.htm>.

- 3. ATTEND AN EDUCATIONAL AWARENESS SESSION TITLED PROECTING GOD'S CHILDREN: ALL Volunteers MUST be Virtus trained and have a Virtus Certificate on file in the school office.** Awareness sessions are held at parishes throughout the Diocese. Information regarding class locations, schedules and registrations can be found on our webiste at www.stbern.net under the *Diocese of Cleveland* link. Once on the diocesan webstie, go to the right side of the screen and chose "Protecting God's Children." The "Virtus Training Schedule" can be obtained once you select "Cleveland, OH (Diocese)." Here you will find a list of class locations. Pre-registration is required.
- 4. PROTECTING GOD'S CHILDREN ONLINE UPDATES:** Once you attend the three-hour educational awareness session, **you will automatically receive online bulletin updates via your email. These updates are monitored by the school office and need to be current at all times.**
- 5. Volunteers will also need to view a video in order to volunteer:**
<http://www.dioceseofcleveland.org/childprotection/videos/>
- 5. READ THE DIOCESE'S POLICY FOR THE SAFETY OF CHILDREN IN MATTERS OF SEXUAL ABUSE (Revised 2016) AND *SIGN ACKNOWLEDGMENT FORM:** This policy can be found on our webstie at www.stbern.net under "FORMS/FLYERS". **The acknowledgement form is the last page of this document and must be printed, signed and returned to the school office. THIS FORM WAS REVISED LAST YEAR AND MUST BE COMPLETED BY ALL VOLUNTEERS!**
- 6. READ THE DIOCESE'S STANDARDS OF CONDUCT FOR MINISTRY (Revised 2016) AND *SIGN ACKNOWLEDGMENT FORM:** Documents can be found on our website at www.stbern.net under "FORMS/FLYERS". **Please print, sign and return to the school office at your earliest convenience. THIS FORM WAS REVISED LAST YEAR AND MUST BE COMPLETED BY ALL VOLUNTEERS!**

*All documents listed above can be found at: www.stbern.net/school under "FORMS/FLYERS".