

VOLUNTEER REQUIREMENTS

Before any parent/adult volunteers to work in the school or to be a chaperone, s/he must meet the following requirements.

*****Parents are strongly encouraged to complete the requirements early in the year to allow time for processing*****

- I. Have completed two courses through Shield the Vulnerable, the online Safe Environment Education Course, www.shieldthevulnerable.org
 - a. *"Recognize, Report & Prevent Child Abuse"*
 - b. *"Detecting Predators: GUARD the Children"*

- II. Have a background check with digital fingerprints completed through Fieldprint (a link can be found on the Diocesan website for making appointments)
 - a. **Background checks must be reprocessed every five years.**
 - b. A VECHS waiver must be signed and returned to the school (waiver can be obtained through the office or the Diocesan website.)

- III. **DRIVERS** must complete a *"Diocese of Pensacola-Tallahassee Driver Information Sheet"* to give authorization for a Motor Vehicle Report (MVR) which needs to be renewed every two years. Additionally drivers:
 - a. Must be at least 21 years old.
 - b. Must be a Florida licensed driver.
 - c. Must have three years of clean driving record history or less than six points on their license within the last year.
 - d. Must have \$100,000/300,000 car insurance liability.
 - e. Must complete a background check/fingerprints.
 - f. Must complete a safe environment workshop (Shield the Vulnerable).
 - g. Must not have any medical condition nor be taking any medications that would impair ability to operate a motor vehicle.

The cost of Shield the Vulnerable, digital fingerprints and the MVR is \$55 payable to St. Paul Catholic School (SPCS receives an invoice from the Diocese).

- Education courses and fingerprints/background checks are good for five years.
- MVR report is good for two years. (The MVR is part of the \$55 fee which is billed every five years).

VOLUNTEER GUIDELINES

1. Please wear school-appropriate attire while volunteering (no tennis outfits, short shorts, immodest tops, etc.)
2. St. Paul Catholic School is a smoke free area. Smoking is not permitted anywhere in the buildings or on the school grounds.
3. A volunteer may not divulge any confidential information to which s/he may have access in the classroom or school.
4. Volunteers must check in and out at the school front office. Volunteer nametags are to be worn while working in the school. Please return the nametags when signing out in the office.
5. Please be prompt in reporting to your volunteer assignment.
6. If a volunteer encounters difficulty working with a child or doing a certain task, the supervising teacher should be notified as soon as possible.
7. If you bring a purse, please place it in a safe, out of the way location.
8. Siblings ***may not*** accompany adult chaperones on field trips or to other volunteer assignments. Volunteers must be able to give their undivided attention to their volunteer tasks and the children at the school.