

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**. Questions, please contact School Office: Office@stbern.net.

VOLUNTEER GUIDELINES AS MANDATED BY THE CLEVELAND DIOCESE

Saint Bernadette School counts on the many devoted volunteers to help give students a wonderful 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, chaperones/drivers for field trips, assisting 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 2020-2021 school year. ***To volunteer at Saint Bernadette School, you MUST complete the following:**

- 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 include a copy of your proof of identification** (i.e., copy of current driver's license) along with it.
- 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. If you have prints on file, your will need to renew your prints by going to: Virtus.org and click on Toolbox, then click on Selection.com Background Check which is highlighted in yellow. Fill out the information and pay the \$25 fee. Parents are responsible for the cost of the fingerprints.** If you have not had a background check in the past, please check out one of the following convenient area locations...

ST. BRENDAN CHURCH
4242 Brendan Ln. N. Olmsted
440-777-7222
(By Appointment Only)

ST. RICHARD CHURCH
26855 Lorain Rd. N. Olmsted
440-777-5050
(By Appointment Only)

NORTH OLMSTED BMV
2642 Brookpark Rd. Ext. N. Olmsted
877-932-2435
(By Appointment Only)

FAST FINGERPRINTS
1999 Crocker Rd., Suite 600
877-932-2435
(By Appointment Only))

RAE-ANN SUBURBAN
29505 Detroit Rd., Westlake
440-871-5181
(By Appointment Only)

For additional locations, check the list on the Ohio Attorney General's website at:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

- ATTEND AN EDUCATIONAL AWARENESS SESSION TITLED PROTECTING GOD'S CHILDREN: ALL Volunteers MUST be Virtus trained and have a Virtus Certificate on file in the school office. ONE CLASS ONLY.** Awareness sessions are held at parishes throughout the Diocese. Information regarding class locations, schedules and registrations can be found on our website at www.stbern.net under the *Diocese of Cleveland* link. Once on the diocesan website, go to the right side of the screen and choose "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: https://docs.google.com/forms/d/e/1FAIpQLSe4oUBRjk4gYJ6aYnFd4S67aV1bCGOz_50YzW48xDRStAAhVA/viewform
 - 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.**
 - Volunteers will also need to view a video** in order to volunteer: <http://www.dioceseofcleveland.org/childprotection/videos/>
 - 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 website at www.stbern.net under "FORMS". **Please print, sign and return to the school office as soon as possible.**
 - 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". **Please print, sign and return to the school office as soon as possible.**

*All documents listed above can be found on our website: www.stbern.net under PARENTS/FORMS.