



# ST JUDE THE APOSTLE CATHOLIC SCHOOL

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## Guidelines for St. Jude Adult Volunteers 2015.2016

### **Fingerprinting and VIRTUS Training:**

Any volunteers, including coaches and parents, assisting in the classrooms, and others who regularly supervise students, will be subject to fingerprinting and be required to complete VIRTUS training. All those who have been fingerprinted and/or received VIRTUS training will be added to the Archdiocesan VPIN database. VPIN has been created to verify that the parish/school employees and volunteers have been properly screened.

School employees, coaches and any chaperones who will be overnight with students will be fingerprinted specifically for the school (see attached form). Other volunteers can be part of the general Archdiocesan fingerprinting process.

This packet contains the following documents that will help complete the volunteer approval process:

- Fingerprint request form: all volunteers need to be fingerprinted through the LA Archdiocese. Form is available through the school office. You can go to an approved parish site (check the LA Archdiocese website for monthly locations under VPIN). There is not a fee charged to you but rather to the school. Check volunteer on the form. Per the information stated above, screening for employees, coaches and chaperones is at a different level.
- Acknowledgement of Guidelines for Adults interacting with Minors: must be signed and return to administration.
- Proof of VIRTUS training must be turned into the school office to be kept on file. Description of training is attached. Available sessions may vary by parish.
- You can log on to the LA Archdiocese site at [www.la-archdiocese.org](http://www.la-archdiocese.org) and click on the Protecting Children tab for added information about fingerprinting locations and Virtus sessions. We do not offer a set schedule for training classes at our parish, when they are available at St. Jude's...we will send out that info via Anchor Splash.

We thank you for the gift of your time to volunteer for the students of St. Jude the Apostle School.

Please contact Mrs. Schulte @ (818)889-9483 or [mschulte@stjudeschool.org](mailto:mschulte@stjudeschool.org) for any questions.