

Volunteer Clearance Procedures

In order to comply with the Archdiocese of Miami's commitment to keeping children and vulnerable adults safe from abuse, and in compliance with the U.S. Bishops' Charter for the Protection of Children, all clergy, religious, employees, contractors, vendors and adult volunteers in the parishes, schools and other entities of the Archdiocese must fulfill certain safe environment requirements. These requirements are 1) sign a *Code of Conduct*, 2) submit electronic fingerprints and successfully pass national criminal history background screening*, and 3) participate in the *VIRTUS* training program provided at many locations throughout the Archdiocese of Miami.

***Fingerprints and background checks need to be retaken/redone every five years.**

If you would like to volunteer in any capacity on St. Kevin Catholic School premises or in school events which may involve direct or indirect access to children (e.g., field trips, retreats, Parish Festival, fundraisers, sports, tutoring, cafeteria/lunch monitor, class parties), you must first complete the following three requirements:

1. Print out the *Volunteer Application/Code of Conduct* from www.stks.org (found under the *Information and Forms* heading), or if you have Edline access, from www.edline.net (found under *Contents* in the *Volunteer Requirements* folder). Fill it out completely, sign and return it to the school office.
2. All volunteers must register online by accessing www.fieldprintflorida.com and following these instructions:
 - Click "Schedule an appointment" (registration can be done in English or Spanish)
 - Create a secure username/password and enter the Field print scheduling system
 - In the "Reason why you need to be fingerprinted" screen, select the web link: "**I know my Fieldprint Code**". Access code is: **FPAOMSchooIVol**. (Please note that the access code is case sensitive.)
 - Provide all the information requested. This information is required by the FDLE/FBI in order to process the criminal search.
 - At this point, the website will prompt the applicant for the information required to find a local fingerprinting facility and schedule an appointment. Instructions, directions, maps and photos will all be provided directly online.
 - **Renewals:** All need to be re-fingerprinted and screened according to this policy every five (5) years.
3. Register online for *VIRTUS*, a one-time 3-hour live-training *Protecting God's Children* class offered at different Archdiocesan schools/facilities, at www.virtus.org. Once at the website, click on *Registration* on the left hand side of the page and click again to *begin the registration process*. Select *Miami, FL (Archdiocese)* as your organization. Next, you will be asked to *create a user id and password that you will use to access your account*. Then provide the personal contact information requested. It is important to provide a valid email address so that after you have taken the live *VIRTUS* training class you receive the periodic online training bulletins which must be completed in order to maintain an active status. Next, select the *primary location where you work, volunteer or worship*; choose *St. Kevin (School) (Miami)*. If you are associated with additional location(s), you may indicate so in the next steps. Next, *select the roles that you play within your diocese*; check all that apply, specify your *Title* (if any), and describe your *Diocesan function*. Next, you will be asked to select any *additional roles that you play within your Diocese*. After answering the next set of questions, you will be prompted to select a training class session from the list provided. Then click *OK* to complete your registration. You will receive an email confirming your registration for the session you selected. After attending the live training session, remember you will need to complete the periodic online training bulletins which you will receive notice of via email. **At the beginning of each school year, you will need to turn in a current training bulletin report to the school office verifying that you are up-to-date with all online bulletins.**