

ST. ROSE OF LIMA SCHOOL
NEW VOLUNTEERS

We would like to thank all the volunteers that help make St. Rose of Lima a great school for our children. It is necessary for **all** volunteers (room parents, coaches, unpaid lunch/recess staff, multiple chaperone of trips, etc) to attend training and complete the fingerprinting process. Although this process can be an inconvenience to your time and schedule, it is a small price to pay for the *safety* of our children. Thank you for your commitment and continued support!

Per Diocesan policy for the Office of Child and Youth Protection, all volunteers and employees who have contact with children must:

- Have a background check (fingerprinting) ***prior to volunteering***
- Must attend the Virtus training (Protecting God's Children) ***within 60 days of their start date***

FINGERPRINTING PROCESS

- **Disclosure Form**
 - Complete and sign the attached Disclosure Form and return to the school main office. This gives the Diocese permission to receive your background check results.
- **To Schedule Fingerprint Appointment:**
 - Follow the directions on Fingerprint Process Sheet. All volunteers must go online as soon as possible to <http://uenroll.identogo.com> to set-up a fingerprint appointment.
 - St. Rose Contributor Case Number: CAM194
 - When your fingerprinting appointment is completed, return the receipt to the main school office
 - If you currently work for a school district in New Jersey and have been fingerprinted by the NJ Dept. of Education, you do not need to be fingerprinted but you must submit a letter from your employer on their letterhead stating that you are currently employed and have been fingerprinted. **There are no other exceptions to fingerprinting.**

VIRTUS TRAINING

The Camden Diocese has implemented a safe environment program for volunteers and employees, Virtus Program – Protecting God's Children

- Volunteers must create an account at www.virtus.org and register for the session they wish to attend (www.Virtus.org). If you are unable to register online, please contact the school office at 856-546-6166.
- You must attend a Virtus training session within 60 days of volunteering.
- These are live in person sessions.
- The session is 3 hours. Participants must attend the entire session (cannot arrive late or leave early).

Hard copies of the Disclosure and Release Form and the Fingerprinting Form are available in the main office. All documents and notifications that you receive must be submitted to the office to be an official Volunteer for the school. If you have any questions about this process, please call the school office and speak with Mrs. Thomas at 856-546-6166, ext. 301 or email: stthomas@strosenj.com