

Are you planning on volunteering next year?

Make sure you're ready!

ALL persons volunteering in ANY capacity for Diocesan schools MUST be fingerprinted, complete Safe Environment certification and have TB clearance. St. Mary also requires a [Volunteer Agreement Form](#) on file for all volunteers. If you plan on visiting a classroom, helping in a classroom, attending field trips, volunteering as a lunch helper, a scout leader, coach, etc., you will need to meet these requirements.

LIVESCAN REQUIREMENTS

Even if you have completed LIVESCAN as part of your employment or volunteer service elsewhere, you must complete LIVESCAN **again** for our diocese and school. Your finger printing will remain on file at school until your children graduate. Therefore, you will only need to do this once while at St. Mary.

To fingerprint for St. Mary you will need to stop by the school office to obtain the appropriate

by the school office to obtain the appropriate paperwork specific to our school or you can click [HERE](#) to find the form on our website. **Please Note:** A copy of your completed form must to be turned in to the school office.

SAFE ENVIRONMENT REQUIREMENT

To complete your Safe Environment Requirement:

- **GO TO:** <http://www.oakdiocese.org/offices/safe-environment> to take the "Protect The Children" course. You can click [HERE](#) for registration instructions.
- **Print** your Certificate of Completion
- **Return** certificate and **FEF** of \$10 to school office.

Please Note: Your Safe Environment certification is valid for three years

TB CLEARANCE REQUIREMENT

All volunteers must have a TB Clearance or [TB Risk Assessment Form](#) on file in the school office. TB Clearance and/or the Risk Assessment is valid for three years.



For questions, please contact the school office at

935-5054 or email Jennifer Cushing at
jcushing@csdo.org