



Dear Parents, Visitors, Volunteers, & Employees:

All of the below component parts of our diocesan program, our *SAFE Environment Program*, are in full compliance with the requirements of the USCCB's Office for the Protection of Children and Youth.

Therefore, the **Diocese of St. Augustine** requires the following before volunteering on our campus. This includes chaperoning field trips, parties, or any other activity where you are directly involved with our students.

✚ A **criminal background check** via Live Scan that is kept on file at the diocese. The Diocese of St. Augustine will be taking **Live Scanned** fingerprints only. <http://www.dosafl.com/wp-content/uploads/2014/07/02-2017-Criminal-Background-Check-Form-PJG.pdf> This form is RETURNED TO THE SCHOOL OFFICE

✚ The *Diocese of St. Augustine Criminal Background Check Form* **is to be turned into the school office after you've been scanned.** Do not send these directly to the Diocese. This needs to be done for the Diocese to match your prints with our school.

✚ A copy of your certificate of attendance at a **Protecting God's Children** workshop. (PGC) You can go online at https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0 to see class schedules and check for updates as they update almost daily. Our Diocese is the St. Augustine Diocese.

✚ A signed acknowledgement of the **Standards of Ethical Conduct** attached. You can also go online at <http://www.dosafl.com/> under Safe Environment to read the policy. (Please read, sign last page and return to the school office.)

✚ A signed acknowledgement of the **Dangerous Weapons Policy** attached. You can also go online at <http://www.dosafl.com/> under Diocese to read the policy towards the bottom. (Please read, sign last page and return to the school office)

Please only return the *signed* paperwork. The other papers are for you to keep or discard.

May God continue to bless you and all that you do to help in the education and safety of our students.

Thank you,
Marlee L. Logan
School Secretary
