

St. Francis of Assisi Elementary School

Volunteer Requirements

All parents assisting in the classroom, chaperoning field trips, or engaging in any volunteer activities that require **direct interaction with students must have the following on file in the office:**

✓ ***Student/Parent Handbook Contract**

✓ ***School Volunteer Agreement Form**

*Given to all families at the start of the school year, both of these forms must be signed, dated and returned to the office.

✓ **Fingerprint Clearance** - Fingerprint forms are available on the school web site www.stfranciselem.org – click on the Forms icon. Fingerprinting may be done through any authorized institution. **Cost of the processing fee varies and is the responsibility of the parent.** Fingerprinting must only be done once. If you have already been fingerprinted for the previous year, it is not necessary to have them redone. **Fingerprint clearance by another school outside the Sacramento Diocese, another agency or employer cannot be accepted.** Fingerprint clearance is reported to the Diocese and then forwarded to the school. ***This process can take up to 3 weeks.*** If you are unsure of your fingerprint status, please check with the office.

✓ **Certificate of Completion of Safe Haven online training program through Catholic Mutual Group** - Access to **Safe Haven**, the online safe environment training program for the diocese, can be found at <https://sacramento.cmgconnect.org>. Parents must be recertified every 3 years. Notification will be sent when retraining is required.

✓ **Field Trip Drivers -must have a Verification of Automobile Insurance Form, as well as a current copy of their driver's license and proof of \$100,000 individual/\$300,000 bodily injury, \$50,000 property/\$5000 medical per person & \$100,000 uninsured motorist automobile insurance on file.**

Volunteer Requirements are stipulated by the Diocese. Parents without the above documentation on file, will not be allowed to engage in activities that directly interact with students. No exceptions.