



**Thank you for your interest in volunteering to help St. Paul Catholic School. You are invaluable to our success. We appreciate all of the time and effort our volunteers give to our school. Below are the requirements by the Diocese of Pensacola-Tallahassee for volunteering in diocesan schools. The forms for fingerprinting and background checks can be found on the forms/docs page on our website. All questions can be directed to the school office at 850-436-6435.**

### **VOLUNTEER REQUIREMENTS**

Before any parent/adult volunteers to work in the school or to be a chaperone, s/he must meet the following requirements. Parents are strongly encouraged to complete the requirements early in the year to allow time for processing.

- I. Have completed courses through Armatus, an online Safe Environment Education Course, [website.PraesidiumInc.com/enroll](http://website.PraesidiumInc.com/enroll) See office for required classes.
- II. Have a background check with digital fingerprints completed through Fieldprint (a link can be found on the Diocesan website for making appointments)
  - a. Background checks must be reprocessed every five years.
  - b. A VECHS waiver must be signed and returned to the school (waiver can be obtained through the office or the Diocesan website.)
- III. **DRIVERS** must complete a "Diocese of Pensacola-Tallahassee Driver Information Sheet" to give authorization for a Motor Vehicle Report (MVR) which needs to be renewed every two years. Additionally drivers:
  - a. Must be at least 25 years old.
  - b. Must be a Florida licensed driver.
  - c. Must have three years of clean driving record history or less than six points on their license within the last year.
  - d. Must have \$100,000/300,000 car insurance liability.
  - e. Must complete a background check/fingerprints.
  - f. Must complete a safe environment workshop (Shield the Vulnerable).
  - g. Must not have any medical condition nor be taking any medications that would impair ability to operate a motor vehicle.

The cost of Armatus, digital fingerprints and the MVR is \$55 payable to St. Paul Catholic School (SPCS receives an invoice from the Diocese).

- Education courses and fingerprints/background checks are good for five years.
- MVR report is good for two years. (The MVR is part of the \$55 fee which is billed every five years).

## VOLUNTEER GUIDELINES

1. Volunteers need to wear school-appropriate attire while working at school or chaperoning on field trips (no tennis outfits, short shorts, etc.) Volunteers must adhere to the approved dress code while on campus.
2. Volunteers may not divulge any confidential information to which s/he may have access in the classroom or school.
3. Volunteers may not talk, text or post information about students to others.
4. Volunteers must check in and out at the school front office. Volunteer nametags are to be worn while working in the school. Nametags are to be returned when signing out in the office.
5. Siblings ***may not*** accompany adult chaperones on field trips or to other volunteer assignments. Volunteers must be able to give their undivided attention to their volunteer tasks and the children at the school.
6. Volunteers need to be prompt in reporting to the volunteer assignment.
7. If a volunteer encounters difficulty working with a child or doing a certain task, the supervising teacher is to be notified as soon as possible.
8. St. Paul Catholic School is a smoke free area. Smoking is not permitted anywhere in the buildings or on the school grounds.