

Adult Volunteers

1: Fingerprinting - \$20 fee Volunteers / \$70 fee Vendors

www.verifygroup.com or call 408-761-2156.

You must be fingerprinted through the Diocese of San Jose regardless of whether you were already fingerprinted through other organizations because legally these databases cannot be shared.

Set up your appointment through the Campbell Verify Group; walk-ins are accepted, Monday-Friday 9-5pm, Saturday 9-12p (262 E. Hamilton Ave., Suite A in Campbell). Tell them this is for "307-St. Simon Parish School".

Bring the "Request for Live Scan Service" Form to your appointment.



2: Safe Environment training

Protecting God's Children

www.virtusonline.org



Log in or Click "First-Time Registrant" (Org: San Jose Diocese, Location: St. Simon Parish, Los Altos)

For registration help, see instructions at www.dsj.org/ministries/protecting-gods-children/

The online training is about 60 minutes; you can save and return later.

Provide the Certificate of Completion to mwilley@stsimon.org

Certification is good for 3 years; you will be notified when it is time to renew.

3: Activity Waiver <http://st.stsimon.org/DSJVolunteerWaiver>

Enter activity "Ongoing" and provide to mwilley@stsimon.org

Waiver is good for 1 year; you will be notified when it is time to resubmit.

4: TB Assessment https://ctca.org/wp-content/uploads/2018/09/file_574.pdf

Have your healthcare provider sign off on and provide to mwilley@stsimon.org

Assessment is good for 4 years; you will be notified when it is time to renew.

5: COVID protocol if coming on campus

Training: <http://sl.stsimon.org/DSJCovidTraining>

Certificate: <http://sl.stsimon.org/DSJCovidCertificate>

Volunteer-Activity-Waiver: <http://sl.stsimon.org/DSJVolunteerWaiver>

Covid Vaccine & Testing:

- Volunteers must be fully vaccinated to volunteer around students
- Volunteers must provide a negative PCR testing result
- Volunteers must complete the Vaccination Certification Status Form

Student Volunteers aged 14 - 17 years old

1: Fingerprinting is not required.

2: Must take the online Virtus "Healthy Relationships for Teens" course

Certification is good for 2 years; you will be notified when it is time to renew.

Vendors

1: Same as above for Adult Volunteers

Visitors

A visitor must provide a valid id with date of birth to the receptionist who will provide a badge. The visitor must be supervised at all times. A visitor who has more than occasional contact with our students is strongly encouraged to apply to be a volunteer.



**Thank you for your cooperation
in keeping our students
as safe as possible.**