

VISITING ST. SIMON CAMPUS



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 this "Request for Live Scan Service" Form to your appointment: <https://goto.stsimon.org/FingerprintVolunteer>



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.



3: TB Assessment

*If you will be on campus more than 1 day/year, take this form to any nurse, doctor or your healthcare provider to sign. Please note that if your healthcare provider requires blood work to be done (very rare), St. Simon **cannot** reimburse you. Upload the signed form https://goto.stsimon.org/TB_Assessment_Adults to your Schoology RFamily app.*

Assessment is good for 4 years



4: Participation Waiver

Sign and upload [https://goto.stsimon.org/2022-](https://goto.stsimon.org/2022-2023ParticipationWaiver)

[2023ParticipationWaiver](https://goto.stsimon.org/2022-2023ParticipationWaiver) to your Schoology RFamily app. Waiver is good for 1 year



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.**