



Volunteer Requirements

All diocesan employees and volunteers, school and parish, age 18 and above, working in any capacity with minors, children under the age of 18, must obtain criminal background screening (fingerprinting), safe environment training and sign the diocesan Policy Against Sexual Misconduct Code of Conduct. For the safety of our students, **you may not volunteer until you have completed these important requirements.**

All completed paperwork must be on file at the School Office, even if you have already been fingerprinted through another entity. It is recommended that you request this paperwork in a timely manner, as **it can take as long as 10 working days** to receive clearance after the fingerprinting process has been completed.

Chaperone Requirements

For events where chaperones are needed, the following is required in addition to fingerprint clearance and Safe Environment training.

Requirements:

- 1) Adult chaperones (over the age of 25) must complete an **Adult Waiver & Release Form**.
- 2) One chaperone for every 5-10 student participants.
- 3) A minimum of 2 chaperones should attend any parish or school sponsored event. It is ideal to have 2 adults in any vehicles transporting students.
- 4) Both male and female chaperones should supervise any co-ed event or field trip.
- 5) *No chaperone should be alone with a field trip participant at any time (other than a parent with his or her own child).*
- 6) No alcoholic beverages may be consumed by any chaperone.

Driver Requirements

Effective January 1, 2016, anyone who drives their personal vehicle for school business or to transport students (including field trips or sporting events) must be over the age of 25 and provide the following:

- 1) A copy of your valid unrestricted driver's license
- 2) A copy of your insurance declarations page showing a minimum of liability coverage of \$100,000 per person/\$300,000 per accident
- 3) A completed **Volunteer Driver Form**
- 4) Successful completion of the online training course, ***Be Smart – Drive Safe***, a 20 minute video course offered via the Catholic Mutual Group website. Log on to <https://orange.cmconnect.org/>, set up an account, and select the Defensive Driving Curriculum.

In addition, the driver must possess current vehicle registration and each occupant of the vehicle must have and use a seat belt.