

## Creating a Safe Environment (Training for ALL Volunteers)

Everyone who volunteers in our school programs or, would like to assist in one of our many field trips, ***must attend a Creating a Safe Environment Workshop or complete the online training in addition to giving approval for a criminal background check.*** This process (Creating a Safe Environment) is required by the Diocese of Rochester for all volunteers who work with children, youth or vulnerable adults. This training must be done every 3 years. We will be having a workshop on **Thursday August 22nd at 9am and on Thursday, October 3rd at 6:30 p.m.** in the parish center.

**WE ARE ALSO ENCLOSING ONLINE INSTRUCTIONS FOR YOUR CONVENIENCE.**

- You must print out the "Completion Certificate and/or Quiz Grade" along with the "Volunteer Code of Conduct" and Authorization.
  - Return the above to the school office
- Please bring **one** of the following to the office so we can make a copy:
  1. Driver's License
  2. Passport
  3. Birth Certificate
- You will then be asked to sign an Authorization for a background check.

Should you have any questions, please don't hesitate to contact the school office at 663-6533.

