

## **Volunteers: Archdiocese of Miami Safe Environment Policy**

### **Fingerprinting & Virtus Training**

#### **Fingerprinting**

All volunteers must be cleared for fingerprinting. *Examples of volunteers include room parents, lunch volunteers, coaches, field trip chaperones, etc.* Fingerprint clearance is good for 5 years. If the Archdiocese of Miami's fingerprint provider has not fingerprinted you and you wish to volunteer, please register at [www.fieldprintflorida.com](http://www.fieldprintflorida.com) and follow the directions. Please note that there is *no fee* for this process.

#### **Virtus Training**

All volunteers must complete a 3 hour Virtus program sponsored by the Archdiocese of Miami. There is *no fee* for the Virtus training. You may register for the Virtus training at [www.virtus.org](http://www.virtus.org). Once training is completed and the Safe Environment Office verifies your attendance, you may log into your account and print your certificate. Please provide a copy for the school office. Volunteers are required to update their online Virtus training bulletins on a regular basis.

Volunteers are also required to sign a **Volunteer Pledge** and submit it to the school office. The administration reserves the right to deny a parent from volunteering at the school.