



IMPORTANT VOLUNTEER INFORMATION

The Archdiocese of Miami requires that all volunteers working with children undergo several requirements. Parents who will be volunteering with children in areas including, but not limited to, homeroom parents, Home & School Board, coaching and assistant coaching, field trip chaperones, etc. must complete the requirements outlined below.

The following are the three requirements for volunteers:

1. Participate in the Virtus 3-hour Training Course:

- The training classes will be held at several locations in Miami-Dade & Broward counties and are temporarily available online. Please look for convenient dates and locations at www.virtusonline.org.
- Please register for the training at www.virtusonline.org before attending.
- Once the course is completed, please notify our school office.
- Volunteers will receive monthly emails with relevant bulletins. To remain active and in compliance, volunteers must complete the questions assigned to each bulletin.

2. Successfully Pass a National Criminal Background Screening (Fingerprinting):

- You may schedule your own appointment at one of the Fieldprint Centers by following the directions included in our separate document, titled "Volunteer Fingerprinting Process."

3. Carefully Review, Complete and Submit a Volunteer Code of Conduct Form:

- Pick up a Volunteer Code of Conduct Form at the school office or download the form from our school website: www.srlschool.com. Fill out the forms and return them to the main office.

Please note: The Virtus class needs to be taken only once. As noted above, there are monthly bulletins that must be completed to remain active. The Volunteer Code of Conduct Form needs to be filled out only once. Fingerprints must be submitted every 5 years.

There is no cost to the individual for any of these requirements. These steps are tangible signs of the Archdiocese of Miami's continuing efforts to ensure a safe environment for our children. We appreciate your cooperation in helping to keep our children safe.

Thank you!