

## SAINT ANTHONY CATHOLIC SCHOOL VOLUNTEER PROCEDURES

Saint Anthony Catholic School welcomes parents to participate in school events. Each family is requested to contribute 12 volunteer hours each year in areas that benefit our School or Parish / Ministries. Please enter your volunteer hours online through [Track it Forward](#). All hours should be completed by May 1<sup>st</sup>. Hours turned in after this date will be counted towards the next school year.

ALL VISITORS AND VOLUNTEERS must enter the school through the main gate, check in at the School Office, and wear a photo ID badge while on campus. To receive an ID badge and to volunteer at school, you MUST meet the 3 requirements from Archdiocese of Miami as follows:

**1) VOLUNTEER PLEDGE TO PROMOTE SAFE ENVIRONMENT:** All volunteers must sign a [Volunteer Pledge to Promote Safe Environment form](#) and have it on file in the School Office.

**2) VIRTUS:** All volunteers must attend a Virtus training course offered through the Archdiocese of Miami. Please go to [www.virtus.org](http://www.virtus.org) and register for a class. A copy of your Virtus certificate is required to be on file with Saint Anthony Catholic School before anyone can volunteer in the school or church. There is no fee for this class and you only need to attend the Virtus session once; however, there are “continuing education” bulletins that you must read and answer monthly to keep your training active. To see your training bulletins, please go to [www.virtus.org](http://www.virtus.org). If you have not kept up with your online training bulletins, you may have a suspended account. You will need to email [a.donnelly@stanthonyftl.org](mailto:a.donnelly@stanthonyftl.org) to get this taken care of.

**3) FINGERPRINTING:** All volunteers are required to be fingerprinted digitally by the Archdiocese of Miami every five years. You must register online by accessing [www.fieldprintflorida.com](http://www.fieldprintflorida.com) and following these instructions:

- Click “Schedule an appointment” (registration can be done in English or Spanish)
- Create a secure username/password and enter the Fieldprint scheduling system
- In the “Reason why you need to be fingerprinted” screen, select the web link: “I know my Fieldprint Code”. Please note that the access code is case sensitive. **Code for School Volunteer: FPAOMSchoolVol**
- Provide all the information requested. This information is required by the FDLE/FBI in order to process the criminal search.
- At this point, the website will prompt the applicant for the information required to find a local fingerprinting facility and schedule an appointment. Instructions, directions, maps and photos will all be provided directly online.
- If additional questions or problems arise, please contact Fieldprint customer service at: 1-800-799-1067 or email: [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). Or select the “[Contact Us](#)” link on the website. Results of the screening will be provided to the Archdiocese of Miami Background Check Department. These results will be forwarded to Saint Anthony Catholic School.

*IMPORTANT*, you must bring with you 2 valid forms of identification for the fingerprints.