

If you volunteer when children are present you must be cleared. If you volunteer when children are not present (at the Shamrock Thrift Store, weekend campus cleanup days, or volunteer jobs done at home, for example) you do not need to be cleared.

Here are the steps for getting cleared:

- 1) Complete the fingerprinting process.** Take the fingerprinting form (email kbrownlee@stpatschoolag.com to request a form) to a "LiveScan" provider. They will submit your fingerprints and the office will be notified when the process is complete. This can take several weeks. Once you have done this it is good for the duration of your time at St Patrick School.
- 2) Complete VIRTUS training.** Use the instructions* to complete the online training. The first training session takes about an hour. Please email kbrownlee@stpatschoolag.com when you have completed the initial training course. To keep this training current you will have short modules to read each month.

In addition to the above clearance, if you want to volunteer to drive for a school field trip you will need to complete the following:

- 1) Complete the Driver's Course* online.** Create an account and carefully select "St. Patrick School - Arroyo Grande" for your location, "Volunteer" for Role, and "Volunteer" for Position. Select the training "Be Smart-Drive Safe (video only) Never Expires". Please email me a copy of your certificate of completion once you receive it. Once you have done this it is good for the duration of your time at St Patrick School.
- 2) Fill out the Driver's Form*** and include a copy of your driver's license AND auto insurance card. This step has to be redone EACH year in order to drive as a volunteer.

*See links under the mySTPATRICK button, K-8 Forms and Links, on the school website.