

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 [the link on the website](#). All hours should be completed by May 30th.

ALL VISITORS AND VOLUNTEERS must enter the school through the main gate, check in at the school office, and wear a photo ID sticker while on campus. 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 electronically sign a Volunteer Pledge to Promote Safe Environment form which is reflected in your Virtus account. If you do not have internet access, a hard copy is available in the Front Office.
- 2) **VIRTUS:** All volunteers must complete an online Virtus training course offered through the Archdiocese of Miami. Please register by going to www.virtus.org and click on 'First Time Registrant'. There is no fee for this course and you only need to complete the online 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. If you have not kept up with your online training bulletins, you may have a suspended account.
- 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 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: FPAOMSchooIVol**
 - 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. 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.