



ST. LEO THE GREAT
SCHOOL

ST. LEO THE GREAT SCHOOL VOLUNTEER POLICY & PROCEDURE

To volunteer for St. Leo the Great School, please complete the following requirements (this policy also applies to any Field Trip Volunteer Drivers):

1. **Fingerprinting**

To schedule an appointment, you may go on-line (www.verifygroup.com) or call Verify at [\(408\) 761-2156](tel:4087612156).

Verify Group, Inc.
262 E. Hamilton Ave., Suite A
Campbell, CA 95008

Monday – Friday 9am-5pm; Saturday by appointment

Please allow a minimum of 7 business days for results to be processed and communicated to the Diocese of San Jose and St. Leo the Great School.

2. **Safe Environment Training**

The Diocese of San Jose Office for the Protection of Children and Vulnerable Adults offers the Safe Environment Training via Virtus Online. Please visit www.virtusonline.org.

- A. If this is your first time taking the Virtus Online Training Class, you will need to register before you can take the class.
- B. Create a User ID and Password
- C. Provide all the information requested on the Registration screen
- D. Select the Primary location where you will be volunteering
- E. Select the role you will serve within the parish or school
- F. Answer the questions presented
- G. Confirm you have read the Diocese of San Jose, Adult Code of Conduct
- H. Select the Online training you wish to complete
- I. If you have any questions call Virtus at 1-888-847-8870

3. **Field Trip Volunteer Driver Information**

In addition to fingerprinting and Safe Environment Training, the Diocesan insurance regulations require all Drivers to provide the school office with the following:

- A. A valid Driver's License
- B. Proof of adequate Automobile Insurance
- C. Volunteer Driver Information Form

Revised 12/7/17