



St. Francis de Sales School Newark, OH

Procedure for Volunteering

We love to have you volunteer in our school. If you are interested in volunteering in our school we have a few requirements that need to be met.

In an effort to build a strong relationship among parents, teachers and children, all parents of student attending St. Francis de Sales School must fill out **a volunteer form each year.**

The Diocese of Columbus has a Safe Environment Program that is required for parents volunteering in our school.

We require a Virtus Training Session called Protecting God's Children. You can sign up on line www.virtus.org. It will give you locations and times of the program it is about 3 hours and no charge. The Safe Environment Office also has a finger printing process of all volunteers. If you have been a resident of the State of Ohio for less than 5 year, you are required to have both BCI and FBI background checks submitted to the Diocese. Residents of the State of Ohio for more than 5 years are only required to have a BCI background check submitted.

The Newark City Police Dept. will process your fingerprints. The hours are 8:00 am to 3:00 pm. The phone number is 740-670-7205. The BCI background check costs \$25.00 and a FBI background check costs is \$35.00. The methods of payment are cash, check, debit cards and credit cards (\$3.95 fee). Please use code #2151.86 for volunteering.

The background check and fingerprints need to be submitted electronically by the police department to the following address:

Diocese of Columbus
ATTN: Regina Quinn
197 East Gay Street
Columbus, Ohio 43215