



NEW POLICY VOLUNTEER BACKGROUND SCREENING (FINGERPRINTING)

The Diocese of Oakland **requires** that **ALL volunteers** over the age of 18 who work with minors **must be Live Scan fingerprinted** and **cleared** through the Department of Justice (DOJ) **BEFORE they can volunteer for service involving children** (e.g. recess, lunch, field trips, traffic duty, Choice Lunch server, etc.)

LIVE SCAN IS DONE ONE TIME ONLY

The Principal has made arrangements for the chancery representative to come to St. Paul School for fingerprinting on Thursday, August 16th at 4:00 to 6:00pm
same day as the Preschool, TK and Kindergarten pre-meeting at 5:30pm

This is for people who have not been finger printed before ONLY!

The volunteer *parent or family member* will be **required to make advance reservation** by completing this form and returning it to the office by Tuesday, **August 14th** in order to be included for this **FREE** service.

IMPORTANT:

- If you miss your appointment on this day, you will be billed \$22.
- If you are finger printed and you do not participate in any volunteer activities involved in serving children, you will be billed \$22 at the end of the year.
- If you miss your appointment, are unable to participate in this event, or decide to become a volunteer at a later date, you will be responsible for contacting the Diocese of Oakland to arrange for fingerprinting and paying for the service yourself.

Any live scan provider can finger print a volunteer, but the Diocese form must be used. Contact the Safe Environment Project Coordinator for a copy of the required form by calling 510.893-4711.

If you have any concerns regarding this policy, please schedule an appointment with the Principal before August 16th.

Complete this form and return it to the office via email or in person by Wednesday, August 15th in order to be included for this FREE service. You can also call the office between 9am – 2pm with your reservation.

Parent or Volunteer Name

Parent or Volunteer Name

Student Name

Grade

Circle a time	4:00 -5:15	5:15-5:30	5:30-5:45	5:45-6:00
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