



SAFE ENVIRONMENT FOR CHILDREN PROJECT

Dear **EVERYONE**; Returning Families and New Families; Mom and Dad & other guardians; Grandparents and/or any other adult relatives who volunteer at school, on field trips, Halloween events, Retreats, Birthday and end of year parties, etc. or are on campus ever or **WANT TO EARN PARENT POINTS**.....

The Oakland Diocesan **Safe Environment for Children Project** has been developed in cooperation with the Oakland Diocesan Presbyteral Council in compliance with the adoption of the *Charter for the Protection of Children and Young People* developed at the US Conference of Catholic Bishops, June 2002.

Adherence to the policy and implementation of the project is a mandate from the Diocese of Oakland. There are **3 components** that must be completed by any person wishing to volunteer, or be around minors, in any capacity at St. Edward School.

One requirement is to complete a Safe Environment training course through VIRTUS, once every 3 years. All parents, grandparents, aunts, uncles, neighbors, or any person wishing to volunteer in any capacity or earn Parent Points or be on campus when minors are here at St. Edward School **MUST** complete the VIRTUS training "PROTECTING GOD'S CHILDREN ONLINE AWARENESS 3.0" OR ATTEND A LIVE CLASS OF THE SAME CONTENT.

The Diocese began VIRTUS in **July of 2016**. **YOU ARE NOT TO RETRAIN UNTIL YOUR DATE IS EXPIRING.** When someone has trained on VIRTUS with the primary course, the system will *automatically* send you notification that your certification is expiring and you need to retrain, and will include login instructions and the renewal course! The renewal course is shorter and covers different material and updates. **This will occur every 3 years.**

New families and anyone else who has NOT trained on the VIRTUS system needs to do so. Instructions follow. **When completed, please let the office know by email: kmccall@csdo.org so we can clear you.** There is no charge for this course.

The second requirement is fingerprint clearance. Live Scan fingerprint clearance through the Diocese of Oakland is required of each and every volunteer. This can be done as soon as possible, but we **MUST** receive clearance before you can volunteer or earn any parent points. Doing LiveScan for your job, or any other reason, **DOES NOT** clear you through the Diocese of Oakland. The DOJ requires each entity request a clearance with their assigned number.

For those that **HAVE NOT** been cleared by the Diocese of Oakland through the Live Scan process, will need to bring the Live Scan Request "Volunteer" form (attached) or from the Diocese of Oakland website (www.oakdiocese.org) to a LiveScan provider.

Although you may go to any LiveScan provider, below is a list of vendors that will not charge you a rolling fee, meaning you will only need to pay the \$34.00 DOJ clearance fee due **to St. Edward School**. These providers usually have the Diocesan form as well.

Once completed, please **turn in a copy of the Live Scan form to the school office along with \$34.00**, which is the cost charged by the Dept. of Justice. Please do not wait until the last minute as it can take a week or more to receive confirmation that you have been cleared.

**DIOCESE OF OAKLAND FINGERPRINT VENDORS
STRONGLY ADVISED TO CALL FIRST FOR AN APPOINTMENT**

Volunteers and employees can print at any of the following vendors and not incur a **rolling fee** at the time of printing.

The Diocese office will be billed directly by the vendors and all volunteers need to bring in a **copy** of their completed LiveScan form to the school office along with **\$34.00 (check payable to St. Edward School)**.

Antioch: **Diablo Live Scan 925-754-3100**
 Betty Rhodes
 600 W. 3rd St. Antioch (corner of G and 3rd, upstairs)
 Call for appointment

Livermore: **AAALiveScan 925-493-7926**
 Beverly Castillo
 1576 2nd St. Suite E Livermore
 Aaalivescanlivermore.com
 No appointment Necessary Call for hours

Fremont: Live Scan Identity 510-795-8885
 John Miller
 By Appointment Only

Hayward: Fingerprint Services of America 510-293-9140
 Marshall Mitzman
 225 W. Winton Ave. Suite 124 Hayward
 No appointment necessary, but recommended Call for hours

San Lorenzo: Village Post and Parcel 510-278-8744
 15934 Hesperian Blvd San Lorenzo
 No appointment necessary call for hours

The **3rd requirement** is **NEW for 2019** and that is the Volunteer Form. The Diocese of Oakland is now requiring everyone that volunteers to complete this form. Many of you have been completing this form since it was introduced in January, 2019, but if you have not signed one of these forms yet, please be sure to do so **before** you volunteer. This is a one time requirement. The 2 page Form is at the end of this packet. Complete as best you can.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: AA846

VOLUNTEER

ORI (Code assigned by DOJ)

Authorized Applicant Type

Parish/School Diocesan Site

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

DIOCESE OF OAKLAND

01051

Agency Authorized to Receive Criminal Record Information

Mail Code (five-digit code assigned by DOJ)

2121 Harrison Street

Carmen Alvarez

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

Oakland

CA 94612

510-267-8343

City

State ZIP Code

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name (AKA or Alias) Last

First

Suffix

Date of Birth

Sex Male Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number

140662

(Agency Billing Number)

Place of Birth (State or Country)

Telephone Number

Misc. Number

(Other Identification Number)

Home Address

Street Address or P.O. Box

City

State

ZIP Code

Level of Service: DOJ ONLY

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

DIOCESAN SITE INFORMATION: (VENDOR PLEASE TYPE THIS NAME IN THE OCA POSITION)

Parish/School Site:

**St. Edward School
5788 Thornton Ave.
Newark, CA 94560**

City

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

Registration Instructions Diocese of Oakland

Before or after attending an instructor-led (live) session or to access online training of **Protecting God's Children**, all participants **must** register with **VIRTUS Online**.

Go to the Diocesan website <http://www.oakdiocese.org/offices/safe-environment> and click on the VIRTUS Registration icon or click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=22671.

Click to begin the process.



Create a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjohns' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 4 characters long.

Provide all the information requested on the screen. Several fields are required, such as: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Please select the primary location where you **work**, **volunteer** or **worship**.

Do not select the location of your training session
(unless it falls into one of the categories above)

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

This is the list of locations with which you are associated:

Chancery (Oakland)

Do you work, volunteer, or worship in another location?

Registration Instructions Diocese of Oakland

Select the role(s) that you serve within the Diocese of Oakland and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

Please select the roles that you play within your #entityLabel#

Please check all that apply. You must select at least one role.

Candidate for ordination
 Deacon
 Educator

Employee
 Priest
 Volunteer

If you have a title within your diocese, please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Please answer the following question:

"Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese?"

Click **Continue** to proceed.

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese?

Yes
 No

Please review the following and respond to each of the following documents.

Diocese of Oakland Code of Conduct

To proceed, please enter your full name and today's date, and **Confirm** by clicking on: "I've downloaded, read, and understand the Catholic Diocese of Oakland's Code of Conduct"

Diocese of Oakland

Code of Conduct

I've downloaded, read, and understand the Catholic Diocese of Oakland's Code of Conduct.

If you have **not** attended a **VIRTUS** Protecting God's Children Session, choose **NO**.

Otherwise, choose **YES**.

Have you already attended a VIRTUS Protecting God's Children Session?

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God's Children instructor-led sessions scheduled for the **Diocese of Oakland** and the option to select a Protecting God's Children for Adults online training session.

When you find the instructor-led session training you wish to attend or the accessible online training, click the circle -- and then click **Complete Registration**.

(If you chose YES during the previous step, this screen will not show.)

Please select the session you wish to attend

Protecting God's Children for Adults

- Where: Chancery (Oakland)
- When: Sunday, January 1, 2017
1:00 PM
- Estimated length of session: 3 hrs
- Spaces remaining: 46 of 50
- Language: This session will be conducted in English
- Notes: **Test session only**

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

If you chose **YES**, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Oakland**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

Please select the session you attended

Registration Instructions Diocese of Oakland

If you selected the online training, you will be directed to the Online Training Course. Please click on the **green circle** to begin the **Protecting God's Children® Online Awareness Session**.

Online Training Courses

 **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 06/01/2016
Due: 06/15/2016

If you selected instructor-led training, please review the screen for important information with regard to your registration.

Thank you for completing the registration process!

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.



St. Edward School
5788 Thornton Ave.
Newark, CA 94560

DIOCESE OF OAKLAND
Volunteer Application
(Use extra paper to complete if additional space is required)

Name _____ Date _____
 Address _____ City _____ State _____ Zip _____
 Home Phone _____ Business Phone _____ Date of Birth _____
 Occupation _____
 Employer _____
 Address _____
 Special professional training, skills, hobbies _____

Community affiliations (Clubs, Service Organizations, etc.) _____

Previous volunteer experience Year: _____
 Year: _____

Do you have children in the program? Yes No If yes, where? _____

Special Certification (i.e. CPR, Medical, etc.) _____
 Do you have a valid driver's license? Yes No Driver's License # _____ State _____
 Accidents or traffic violations? Yes No If yes, explain _____

Car you will use: Make _____ Model _____ Year _____ Insurance Co. _____ Policy # _____ Limits _____
 Have you ever been convicted of any crime(s)? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other volunteer programs? Yes No If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)
 Friendly Visitor Coach General
 Driver Maintenance/Construction Youth Supervisor Other _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program.
 Name _____ Phone _____

*** PLEASE COMPLETE AND SIGN THE BACK SIDE ***

As a condition of volunteering, I give permission to conduct a background check on me, which may include a review of criminal and child abuse records maintained by governmental agencies. I understand that, if appointed, my position is conditional upon receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability _____, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, _____ is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension and/or removal for violation of its policies or principles.

In consideration of participating in the _____ (description of activity) _____, I represent that I understand the nature of this Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the activity.

I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "Releasees" named below, and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not sue _____ The Roman Catholic Bishop of Oakland, a Corporation Sole, and the Roman Catholic Welfare Corporation of Oakland, its respective administrators, directors, agents, officers, volunteers and employees, other participants, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save and hold harmless each of the Releasees from any loss, liability, damage, or cost, if any, which may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, and understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intent it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Applicant _____ Date _____
Please Print

Applicant Signature _____

Nancy