

September 6, 2011

DIOCESAN SAFE ENVIRONMENT REQUIREMENTS FOR ALL VOLUNTEERS

Thank you for taking the time to volunteer at St. Bonaventure School. The Diocese of Pittsburgh has issued mandatory requirements for **anyone who will be having regular contact with children** (this includes homeroom parents, cafeteria & playground monitors, chaperones, coaches, etc.). Once completed, these clearances will be kept on file in the school office and you'll be ready to go for any volunteer position you wish to undertake. You will also be assured that anyone working with your children has proper clearances. If you have completed these items previously, you are *not* required to do so again.

1. **PA State Police Request for Criminal Record Check** (\$10 application fee)
 2. **PA Child Abuse History Clearance** (\$10 application fee)
 3. **Pastoral Code of Conduct** (read document & sign last page)
 4. **Protecting God's Children class** (3 hour class with online follow-up)
 5. **Diocesan Database** (online registration about 1/2 hour)
1. **PA State Police Criminal Check**
Click tab at left to print a copy of the form. Mail completed form with a **\$10 MONEY ORDER payable to "Commonwealth of PA"** to the address in the upper right-hand corner of form. Once processed, you will receive a certificate in the mail.
Easier Method: Complete form online at www.psp.state.pa.us: click the "How to" button at left, then click "Obtain a Criminal History Record" and follow the instructions. You must use a **credit card for the \$10 fee**. Once complete, **YOU MUST PRINT YOUR CRIMINAL CLEARANCE CERTIFICATE!!**
 2. **PA Child Abuse History Clearance**
Click tab at left to print a copy of the form. Complete only Section I; under "Purpose of Clearance," check the "School" box. **Attach a copy of your Criminal Clearance Certificate and a \$10 MONEY ORDER payable to Dept. of Public Welfare** and mail to the address in the upper left-hand corner of form. Once processed, you will receive a certificate in the mail.
 3. **Pastoral Code of Conduct**
Read document at www.diopitt.org/pdfs/code-pastoral-conduct. Print last page of the document and sign.
 4. **Protecting God's Children Class**
A complete list of classes may be found at www.virtus.org. There is no charge for the class, but you should call the administrator listed to register. Upon completion, the Administrator will give you a signed certificate.
 5. **Diocesan Database**
This is the final step and should only be completed **AFTER** you have sent copies of all of your completed forms to Mrs. Easley. You may access the database at www.diopitt.org/safe-environment-database and follow the instructions. It's a good idea to have previous addresses and employment history available before beginning.

Copies of certificates from requirements 1-4 should be turned in to Mrs. Easley, who will maintain a confidential file. There is no certificate for the database; it will be updated upon completion. All original certificates should be kept for your personal records. Please contact Lisa Urich at 412.635.8069 or lisaurch@verizon.net for assistance with any of these requirements.