

Volunteer Fingerprinting Requirements

The Diocese of Orlando is committed to doing everything in its power to ensure the safety of all those entrusted to its care, particularly children, the elderly and the disabled. We believe that each individual is created in the image of God and must be treated with dignity and respect. Therefore, the Diocese of Orlando considers abuse or neglect of any kind to be totally unacceptable and contrary to Christian principles.

All employees, priests, religious brothers and sisters, and volunteers in the Diocese will be undergo a background check and fingerprint screening process BEFORE being allowed access to the school. Parents who volunteer in the classroom must complete the screening process and view the Safe Environment Training video. Parent volunteers undergo an FDLE background check and volunteer coaches are screened through VECHS. The cost for FDLE is \$28 for volunteers and VECHS is \$36 for volunteers. Both screens can be scheduled in the school office.

How to Fulfill Training Requirements for the Safe Environment Training video:

In an effort to make the training easily available to our employees and volunteers, the diocese has placed training videos directly on their website. In order to fulfill the training requirement, employees and volunteers may choose from one of the following options:

Option 1 – Website video entitled “Protecting Our Youth”

In order to fulfill the training obligation using this option, employees and volunteers must watch the video (approximately 20 minutes) and successfully complete an online quiz, consisting of 13 questions. Pass/fail results are sent directly to the HR/Fingerprinting Office, which records the pass/fail status for the employee or volunteer. It is available at the following website address:

<http://www.orlandodiocese.org/chancery/index.php>

When prompted, please use the following:

User Login: chancery

Password: gr8ful

Test password: july08

The Spanish Version of “Protecting Our Youth” may be accessed at the same website address described above using the same user login and passwords.

Option 2—video presentation at St. Joseph Catholic School and Parish

St. Joseph Catholic School will show the video periodically throughout the school year. Please call the school office for the next viewing date.

Volunteers cannot volunteer or visit classrooms or the lunchroom in the school without diocesan finger print clearance AND viewing the Safe Environment Training video. Fingerprinting can be done at the school office during the regular school day. Please phone ahead for an appointment.