

## How do I become a Volunteer at Saint Vincent Ferrer School?

1. Request an "Authorization to be Fingerprinted" form from the school office, or you may download this form from our website. Once you complete this form bring it back to the school office for signature
2. Download "Pastoral Code of Conduct" from our school website, read it and sign page 14. Return signed copy to the school office
3. Go online to [www.dopb.sofn.net](http://www.dopb.sofn.net) and follow instructions
4. Print out your barcode and call fingerprinting site to make an appointment

Remember to bring your bar-code to the office where you will be fingerprinted along with proper I.D. and signed "Authorization to be Fingerprinted" form .

Any parent who wishes to volunteer at the school must be fingerprinted and attend a "Protecting God's Children" class given throughout the Diocese.

## How do I drive on field trips?

1. Follow the above
2. Fill out and sign "Volunteer Driver Information Sheet" and return it to the school office ( download form from website)
3. Fill out "Authorization for Driver License Check (download form from website)
4. Send copy of your Driver's License to school office

Please note: The minimal, acceptable liability for privately owned vehicles is \$100,000/\$300,000.00

Once all Diocesan requirements are fulfilled you are a Saint Vincent Ferrer Volunteer!

