

Diocesan Safe Environment Requirements & Compliance **-Parish Volunteers-**

Because you will be volunteering in a capacity where you have direct contact with minors, you are required to be fingerprinted for a background check, to be registered in the Diocesan database and to be trained periodically. Failure to follow through with these requirements and to pass the background check will disqualify you from working with minors.

Fingerprinting/Background Checks

1. Complete the Applicant information on the Request for Live Scan form.
2. Make an appointment with a law enforcement agency for live-scan fingerprinting. A list of fingerprinting agencies is provided on the website.
3. Have the fingerprinting completed. Volunteers are only required to have a Department of Justice (DOJ) report. The law enforcement office will send the paperwork to the DOJ for a background check. The report is sent directly to the Diocese and is held confidential in their office. Should there be a problem with your prints or background check, you will be advised.

Complete the Registration & Online Training Course

1. Access www.steugenes.com and click on Parish Life > Child Protection. Click on Online Training. This takes you to a separate website (*Shield the Vulnerable*).
2. Click on Adults Sign Up
3. Pick Organization: *Catholic Dioceses* & select *Santa Rosa Diocese*.
4. Complete the sign up information for log in and personal information. Remember your user name and password because you will need it again.
5. Show your affiliation as Volunteer of St. Eugene's. If you also volunteer for other Diocese locations, follow the online instructions. Make sure you register first with your primary volunteer location. If you do not volunteer for the parish where you are working with minors, there is no need to register as a St. Eugene's parish volunteer. Only those who work with minors are required to do so.
6. Complete the training. This may take approximately 1 – 2 hours. It can be done in increments. If you log off and log back in, you should be taken back to where you left off.
7. Once the training is complete, print out the certificate of completion. Give the certificate to your ministry leader or to Jan Blanchard, Parish Business Manager.
8. Expect to be retrained in approximately one/two years. No need to register again. Just use the user name and password to access the site when you are asked to do so again.
9. Occasionally, the Diocese offers live training workshops. When those are available, your ministry leader will let you know. If not available, you **MUST** complete the online training.