VOLUNTEER REQUIREMENTS

To help ensure an appropriate level of safety for the students of St. John Catholic Academy, all volunteers who will have direct and regular contact with students are required to complete the requirements listed below prior to any activity. Fingerprint/Background Checks are necessary in any possible scenario where a volunteer may be alone with a child. All records are kept confidential and will not be received or disseminated to anyone not directly involved in the screening process.

Here are examples but are not limited to:
- Chaperone Field Trips
- Direct Contact with Student(s) in the Classroom
- Eating Lunch with the Class as a Group
- Help with Tutoring/Mentoring
- Reading : Buddy or Group
- Assistant Coaching or Judging a Contest
- Serving or Cooking Food

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*Sign & Return : VECHS Waiver Agreement *(attached)*

*Set-Up Fingerprinting Appointment *(directions attached)*
> *www.fieldprintflorida.com*
> *Fingerprint/Background Cost : $65*
> *Payable to St. John Catholic Academy in the School Office*

*Code of Conduct : Read
> *Sign and Return Receipt*

*Driver Information Sheet *(if applicable)*

St. John Catholic Academy
1005 Fortune Ave, Panama City, FL 32401
(850) 763-1775
office@sjseagles.org

Form A

Florida Department of Law Enforcement
Criminal Justice Information Services Division/User Services Bureau

(FDLE) VECHS WAIVER AGREEMENT AND STATEMENT
Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize *(enter Name of Qualified Entity)* __Diocese of Pensacola-Tallahassee__ to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

_____

(Name and Address of Previous Qualified Entity)   (Year of Request)

I ___have OR ___have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

_____

_____

I ___do OR ___do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee ☐   Volunteer ☐   Contractor/Vendor ☐

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: __Diocese of Pensacola-Tallahassee__

Address: __11 North "B" St   Pensacola, Fl 32502__

Telephone: __850-435-3570__   Fax: _____

FDLE Assigned Qualified Entity Number: __17040002 / 17040043__

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

7_VECHS Waiver

Fieldprint®
LET US TAKE YOUR FINGERPRINTS OFF YOUR HANDS

You Must contact the site office first, sign their waiver, and pay for the screening at that time, if required, before making an appointment online for fingerprinting.

Here is how to schedule your fingerprinting appointment:

1. Log onto the www.fieldprintflorida.com website to schedule your appointment.

2. You will create a secure username/password to enter the system. Password must be at least 8-16 characters long and contain 1 capitol letter, 1 lower case letter, 1 number and 1 special character (!@#$%*) may not contain he word "password". Password is case sensitive.

3. Reason why you need to be fingerprinted is the second answer in the dropdown box: FL:DCF/VECHS.

4. Use the provided Fieldprint Code to gain access to the online scheduling tool:

   Schools Fieldprint Codes only:

   Volunteer purposes: **FPDiocesePTSchVol**

   Please note the access code IS case sensitive.

5. Provide your Personal and Demographic Information. The information requested on the scheduling site is the information required by the FDLE/FBI in order to process the criminal search. Employer would be the place you will be working or volunteering within the Diocese. If you do not know the address or phone of the site, enter your home address and number again.

6. Schedule your fingerprint time you would like to have and select a location. Make your appointment. If you need to change or cancel appointment please do so before 48 hours of your appointment time. Not cancelling or not showing for your appointment will incur you a $15.00 fee.

7. If you have any issues or questions, you may contact our customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. You may also contact Jeanne Blake at (850) 435.3570 or blakej@ptdiocese.org

8. Please print the appointment confirmation number or write this number down and bring it with you to the fingerprint site. Also, bring two forms of ID, one being a photo ID.

DIOCESE OF PENSACOLA-TALLAHASSEE

I, _____ acknowledge I have read and agree to follow the Diocese of Pensacola-Tallahassee's Code of Conduct for Priest and Deacons or the Code of Conduct for Church Personnel whichever pertains to my position within the Church. I have also received and read the Policy and Procedural Guidelines Relating to Sexual Abuse by Church Personnel and Volunteers.

_____   Date:_____

Signature

_____

Please Print

Praesidium Academy Quick Start Guide

St. John Academy - PC

To Enroll: Go to https://www.praesidiumacademy.com/redeem

1. Fill in your contact information including First Name, Last Name, Email Address and desired Password.
2. Enter the appropriate registration code for your organization:
   reg-diopensacolatalla-850-johnpanamacityschool
3. Click **Validate** to confirm registration code.
4. Click the checkbox to agree to the Terms and Conditions
5. Click **Redeem**.
6. Write down your user login and password for future reference.
7. Answer the **Registration Questions** about your status and role within the Organization.
8. Click **Save & Continue**.
9. To begin training immediately, scroll down and click a course to start the content.

To contact the Support Team at support@praesidiuminc.com or 817-801-7773

Please use the chart below to determine which courses you are required to take. If you have any questions please contact your parish or school or diocesan site manager.

*Please note that courses with * are to be completed annually. All other courses expire after 5 years.

Required Courses	
Employees:	
Athletic Coaches	1. Meet Sam 2. Policies 3. Keeping Your School Safe 4. Athlete Protection 5. *Promoting a Safe Environment: Employee Sexual Harassment Training
Preschool/School Employees	1. Meet Sam 2. Policies 3. Keeping Your School Safe 4. Duty to Report 5. Behavior management 6. *Bloodborne Pathogens 7. *Promoting a Safe Environment: Employee Sexual Harassment Training
Principals/Early Learning Center Directors	1. Meet Sam 2. Policies 3. Keeping Your School Safe 4. Duty to Report 5. *Bloodborne Pathogens 6. *Supervising for a Positive work environment 7. *Promoting a Safe Environment: Employee Sexual Harassment Training
Parish Employees	1. Meet Sam 2. Policies 3. Keeping Your Church Safe 4.* Promoting a Safe Environment: Employee Sexual Harassment Training
Clergy	1. Meet Sam 2. Policies 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. *Promoting a Safe Environment: Employee Sexual Harassment Training

Praesidium Academy Quick Start Guide

Deacon Formation	1. Meet Sam 2. Policies 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. Recognizing Abuse and Exploitation in Elder Serving Programs 5. Abuse Risk Management for Volunteers 6.* Promoting a Safe Environment: Employee Sexual Harassment Training
Seminarians	1. Meet Sam 2. Policies 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. Abuse Risk Management for Volunteers 5. Recognizing Abuse and Exploitation in Elder Serving Programs 6. *Promoting a Safe Environment: Employee Sexual Harassment Training
Catholic Charities Employees	1. Meet Sam 2. Policies 3. Duty to Report 4. *Promoting a Safe Environment: Employee Sexual Harassment Training
Catholic Charities Supervisors	1. Meet Sam 2. Policies 3. *Promoting a Safe Environment: Supervisor Sexual Harassment Training 4. *Promoting a Safe Environment: Employee Sexual Harassment Training
Cemetery Employees	1. Meet Sam 2. Policies 3. Duty To Report 4.*Promoting a Safe Environment: Employee Sexual Harassment Training
Pastoral Center	1. Meet Sam 2. Policies 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. *Promoting a Safe Environment: Employee Sexual Harassment Training
*All supervisory personnel must also take the required course:	*Promoting a Safe Environment: Supervisor Sexual Harassment Training
Volunteers:	
Athletic Coaches	1. Meet Sam 2. Policies 3. Athlete Protection 4. Abuse Risk Management for Volunteers
Work with children	1. Meet Sam 2. Policies 3. Abuse Risk Management for Volunteers
Work with vulnerable adults	1. Meet Sam 2. Policies 3. Recognizing Abuse and Exploitation in Elder Serving Programs
Catholic Charities Volunteers	1. Meet Sam 2. Policies 3. Abuse Risk Management for Volunteers
*All supervisory volunteers must also take the required course:	*Promoting a Safe Environment: Supervisor Sexual Harassment Training