Volunteer Requirements for St. Justin School

The current Diocesan policy states that all volunteers must be compliant with these 5 requirements, whether to volunteer in-person or online.

1. Fingerprints: Must Be Completed at VerifyGroup in Campbell

Verify Group  
262 E. Hamilton Ave., Suite A, Campbell, CA 95008  
408.761.2156 Cost to volunteers is $67

[LiveScan Fingerprints Form](https://drive.google.com/file/d/1BZh1juz0tyz20SzrCdRPNlvZsdEtfpXX/view?usp=sharing)

**Important: Please submit a copy of fingerprinting receipt to school office immediately after appointment.  You will be notified regarding the outcome of your fingerprints by the Office Manager.**

**2. Safe Environment Training:**

Training website (after you register below):  [www.virtusonline.org](https://www.virtusonline.org/virtus)

* A. Adult Volunteers (18+ yrs. old) & New DSJ Employees:  
  Course: Protecting God’s Children (PGC)  ([Registration Link](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=23188) & [Registration Instructions](https://www.dsj.org/wp-content/uploads/2017/10/VIRTUS-Online-registration-instructions_San-Jose_October-2017_PGC.pdf))  
  Training is required every 3 years.
* B. Teen Volunteers (age 14 up to 18 yrs. old)  
  Course: Healthy Relationships for Teens  ([Registration Link](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=23188) & [Registration Instructions](https://www.dsj.org/wp-content/uploads/2017/10/VIRTUS-Online-registration-instructions_San-Jose_October-2017_Teen-Program.pdf))  
  Training is required every 2 years. Once a teen reaches 18 yrs. of age, they are required to complete the adult course to continue their service.
* C. For employees or volunteers who are involved in ministry to home-bound, elderly, or other vulnerable adults, they must complete this course  
  Course: PGC and Vulnerable Adults ([Registration Link](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=23188) & [Registration Instructions](https://www.dsj.org/wp-content/uploads/2017/10/VIRTUS-Online-registration-instructions_San-Jose_October-2017_PGC-and-Vulnerable-Adults.pdf))  
  Training is required every 3 years.

3. Adult Volunteer Waiver Form:

An [Adult Volunteer Waiver Form 23-24](https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:1453416c-40c2-3d21-bde6-c4690caeb40b) is required for ALL volunteers. If you are volunteering in any capacity for St. Justin Catholic School, this is a REQUIRED form. Please complete this form and turn it into the school Office.

4. TB Test

Testing is required every 4 years.

5. Read [Adult Code of Conduct](https://drive.google.com/file/d/1DtTrRSg8oBj9Y0wmFfVicX0jqi51PR87/view?usp=sharing)

ANY QUESTIONS CAN BE emailed to Dionne at [dionne.stuhr@dsj.org](mailto:dionne.stuhr@dsj.org)