

## **VOLUNTEERING AT ST. JOSEPH ACADEMY**

**All volunteers** are required by the Diocese of St. Augustine to have the following requirements met in order to volunteer at SJA:

**1. You must attend a *Protecting God's Children* workshop.**

If you have not attended one, there will be one offered **at St. Joseph Academy**. See [www.sjaweb.org](http://www.sjaweb.org) for date and time. **You MUST REGISTER IN ADVANCE for this class.** To register, please follow these instructions:

- Go to [www.dosafl.com](http://www.dosafl.com)
- Scroll down to Protecting God's Children (PGC) and click (Read More)
- Click PGC Workshop Schedule, then click to view Schedule of Classes Available
- Select your organization from the drop down menu: select St. Augustine [Diocese]
- Next you will see: This is a list of upcoming sessions in your area. Click on the session you wish to attend and click Start Registration
- If you have never logged on to Virtus, you will be prompted to create a user ID and Password.
- Follow the prompts. Answer all questions with a red asterisk.
- Select your session. You are now registered.

**2. You must have a current Criminal Background Check on file at SJA, which is good for 5 years.**

- i. If you **HAVE** had 1. and 2. or either of these done through your Catholic grade school or another Diocese of St. Augustine entity, then you need to fill out the **Diocese of St. Augustine Verification of Criminal Background Screening Clearance and Protecting God's Children Training** form. A copy is in your folder. Complete it now and I will collect these forms and give them to Ms. Felice to send to the Diocese. This document effects the transfer of your PGC certificate and your Criminal Background Screening clearance to SJA.
- ii. If you **HAVE NOT** taken a Protecting God's Children Workshop and have not had a Criminal Background Screening done through the Diocese of St. Augustine, then you need to fill out the attached **Diocese of St. Augustine Criminal Background Check Form and the FDLE form on the reverse side of that document.**

**You will also need to register to have your fingerprinting done electronically. Review the Fieldprint, Inc. information on the reverse side of this sheet, choose your location and follow the directions given you at the site. Live Scan results must be sent to St. Joseph Academy, 155 State Road 207, St. Augustine, FL 32084. Attention: Ms. Felice.**

**PLEASE NOTE: VOLUNTEERS WILL NOT BE PERMITTED TO VOLUNTEER AT SJA UNTIL THESE REQUIREMENTS HAVE BEEN MET AND THE CERTIFICATES ARE ON FILE AT SJA.**