



Immaculata

CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE GROW

Letter for Field Trip Volunteers

Dear ICS Volunteers,

Thank you so much for your willingness to join us for field trips this year at ICS. In accordance with our diocesan safety initiatives, all field trip volunteers are required to be "Level C" diocesan volunteers. This means that all chaperones must have 1) a background check completed and 2) diocesan Safe Environment Training completed before attending trips. In order to become a Level C volunteer and attend field trips this year, please do the following:

- 1) Fill out [this Google Form](#) submitting information which we will use to open a background check for you. Our registrar-front office team will reach out to you by email with next steps for completing your check. All volunteers must pass this background check in order to serve as field trip volunteers.
- 2) Attend a diocesan Safe Environment Training before your field trip. Please check this [link](#) asap to sign up for a training. Upon completion of the training, you will receive a certificate—you must submit this certificate to Erin Simmons at school@icdurham.org before attending field trips.

If you are already a Level C volunteer, you are welcome to attend field trips. Please submit a copy of your SET certificate and confirm with Erin Simmons at school@icdurham.org and your homeroom teacher that you are registered as a Level C volunteer with Immaculata before the trip.

Thank you for volunteering your time for our Immaculata students! We appreciate your support as we work together to keep our students safe.

Sincerely,

ICS Registrar Department & Pat Kurz, Principal