

Volunteer Clearance Checklist

Thank you for your willingness to volunteer at St. Francis of Assisi Elementary School! To help ensure the safety of our students and comply with Diocese of Sacramento Safe Environment requirements, all required documents and training must be completed before volunteering on campus or participating in school activities involving students.

Please use this checklist to verify you have completed all requirements before submitting your documentation to:

jhook@stfranciselem.org

Required Volunteer Forms

- ☐ Diocese of Sacramento Volunteer Agreement Form
- ☐ Volunteer Information Form (if applicable)
- ☐ Any additional Diocese or school-required volunteer forms completed and signed
- ☐ Live Scan Fingerprint Clearance Completed
- ☐ Safe Haven Training Completed
- ☐ Safe Haven Certification Current

Additional Requirements for Volunteer Drivers

(Complete **only** if you plan to drive students for field trips or school-sponsored activities.)

- ☐ Copy of Current California Driver's License
- ☐ Copy of Current Automobile Insurance Declarations Page
 - Insurance card is not accepted.
 - Declaration page must show liability limits that meet Diocese requirements.
- ☐ Vehicle Information Form (if required)