

Visitors, volunteers and vendors must check in at the school's front lobby kiosk to receive a yellow badge.



Visitors

A visitor must provide a valid id with date of birth to the receptionist who will provide a badge. The visitor must be supervised at all times. A visitor who has more than occasional contact with our students is strongly encouraged to apply to be a volunteer.



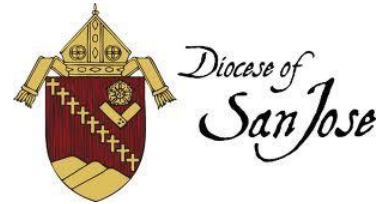
Approved Volunteers

1. Must be fingerprinted
2. Must take the web based Shield the Vulnerable Course

Fingerprinting Instructions - \$20 fee

You must be fingerprinted through the Diocese of San Jose regardless of whether you were already fingerprinted through other organizations because legally these databases cannot be shared. This clearance is recognized at all San Jose Diocesan Churches and Schools and has no expiration date. **Choices:**

- Contact Mrs. Marilyn Willey (mwilley@stsimon.org) to set up an appointment at the Stanford or Cupertino Sheriff's office, or
- Set up your own appointment through the Campbell Verify Group; walk-ins are accepted, but check hours. (<http://www.verifygroup.com/> or call 408-761-2156). Tell them this is for St. Simon Parish School



Online training

Go to the <http://www.shieldthevulnerable.org/>

- Click the icon for 'First time sign up: Click Here.'
- Click 'Type of Organization', choose 'Catholic Dioceses'
- Click the drop down menu for 'Catholic Dioceses', choose 'San Jose Diocese'
- Click the drop down menu for 'Type of User', choose 'Adult Volunteer' or 'Student'
- Complete login/user data before you start the training module.
- The online training is about 90 minutes; you can Save and Return later.
- Provide the Certificate of Completion to the school office or email to mwilley@stsimon.org
Certification is good for 3 years; you will be notified when it's time to renew.



Volunteers who are under 18 years old

- Safe environment training is required prior to volunteering (see above).
- Fingerprinting is not required
- When completed, you will sign into KeepnTrack under the **Students** if you were a previous St. Simon Parish School student, else sign in as an Approved Volunteer.

- **Approved Vendors** – Contact mwilley@stsimon.org for requirements

Thank you for your cooperation in keeping our students as safe as possible.

