

# SAINT GREGORY SCHOOL

## VOLUNTEER CLEARANCE REQUIREMENTS

In an effort to help keep our children as safe as possible, the Diocese of Pittsburgh has implemented strict requirements for anyone who will be in contact with the children in any of their schools or parishes. Please review the following guidelines so that you can begin to take the steps necessary to be an active volunteer within our school. Until all of these requirements have been met, we are not able to allow you in the school beyond the main office.

Any parent, grandparent or other relative or friend who wants to volunteer in any aspect within the school (cafeteria volunteers, classroom mystery readers, coaches, etc.) is required to complete all of the following. . .

- Register in the Diocesan Centralized VIRTUS DATABASE  
(Your *CRIMINAL CLEARANCE* will be run automatically when you register in the database. You will need the access code: “protect”).
- PROTECTING GOD’S CHILDREN workshop  
This is done through the Virtus Website
- Pennsylvania CHILD ABUSE Clearance  
New applicants will need to create a Keystone ID. That will become your username. This will need to be updated every 5 years.
- FBI Clearance  
Volunteers who have lived in PA consecutively over the past 10 years are able to sign a waiver in lieu of getting their fingerprints done.  
If you have lived outside of PA at any time over the past 10 years then you are required to get fingerprinted. Please contact Debi in the school office for the service code.  
This will need to be updated every 5 years, but you will not need to be fingerprinted more than once. Once you have been fingerprinted, a waiver will be acceptable for renewals.
- MANDATED REPORTER training

There are links available on our school web site ([stgregzelie.org](http://stgregzelie.org)) to help you through this process. Click on “About Us” and the “Safe Environment”.