



## ***St. Rose of Lima School***

Est. 1875

Academic Excellence in the Catholic Tradition

***August 2013***

### ***IMPORTANT ANNOUNCEMENT***

**TO: ALL SRL SCHOOL SERVICE VOLUNTEERS AND EMPLOYEES**

As mandated by our Bishop, all Service Volunteers and Employees of St. Rose of Lima including **coaches, yard and cafeteria workers, substitute teachers, PTA, school and sports board members etc.** must comply with the following requirements before they can volunteer.

***NOTE: Those who do not fulfill the criteria cannot volunteer until they have been met.***

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- 1.) **Each Service Volunteer and Employee must attend a VIRTUS (Protecting God's Children) Awareness Seminar** - They are regularly held in our diocese at various parishes, please register early. To register, please go to [www.virtus.org](http://www.virtus.org). For a complete list of sessions, please go to [http://www.virtusonline.org/virtus/reg\\_list.cfm?theme=0](http://www.virtusonline.org/virtus/reg_list.cfm?theme=0) and select Trenton, NJ (Diocese). Sessions are three hours so plan accordingly. No one under age 18 will be admitted. Late comers will not be admitted once the video has started. **Note: You only need to take this seminar once during the time when they are working at the school.**
- 2.) **Fingerprinting and Background Check** – All Service Volunteers and Employees must be electronically fingerprinted and have a background check through Safran MorphoTrak, Inc. You must first obtain an application from our school office and then make an appointment online. The online address is <https://www.bioapplicant.com/NJ/Default.aspx>. **Special Note: Fingerprinting and Background checks MUST be repeated every four years. Volunteers and employees will be notified by the school office when they need to have this requirement performed again.**
- 3.) **Security Badges** – All Service Volunteers and Employees are required to have a badge. Pictures for the badges are taken free of charge for all volunteers and will be done in the early fall. Dates will be announced shortly.

For questions, please contact the School Office at 732.462.2646. Thank You

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