



December 4, 2018

Dear Parents,

Our Lady of Fatima has several volunteer opportunities for parents. There are, however, several steps to becoming a school volunteer. These steps are as follows:

Complete one of the Safe Environment Training sessions offered by the Archdiocese of Denver. Upon completion of a training session, please send a copy of your "Praesidium Certificate of Completion" to the school office. A list of these classes can be found by going to the Archdiocese website, <http://archden.org/safe-environment-training-classes>.

Complete the attached forms:

- Background Check Form. Please complete all pages of the form and return it to the school office.
- The Archdiocese Code of Conduct. Please read this entire document, sign and date page 33, Appendix E, Acknowledgement of Receipt and Agreement (attached). Return Appendix E to the school office along with the Code of Conduct, unless you wish to keep a copy for yourself.
- If you plan on driving for field trips, the following will also be required.
  - All employees and volunteers who will be driving either parish/school/ecclesiastical organization-owned vehicles or their own vehicles on behalf of the parish/school/ecclesiastical organization must take the Defensive Driver certification online class and it must be renewed every year. The online training instructions are enclosed with the packet of forms. Please print the Certificate of Training and provide a copy to the school office.
  - Complete a Volunteer Driver form.
  - Provide a copy of your most current driver's license and insurance ID card to the school office.

Upon receipt of all of the above information, your name will be added to our Approved Volunteer List.

Thank you for your time!

Our Lady of Fatima Catholic School

Patti Zarlengo  
Admin. Secretary