**Thank You for Volunteering!**

Instructions for Becoming an Approved Volunteer

Read the **Code Of Conduct Form** (found at http://www.stdombenicia.org/volunteer/)

Read the **Guidelines For Adults Working With Children Form** (found at http://www.stdombenicia.org/volunteer/)

Download, Print, Read, Complete and Sign the diocesan and parish **Volunteer Agreement Forms** (attached). *Please bring Completed Signed forms to Dir. Re. Ed.*

Take the **LiveScan Form** to **Mail N More** (in the Raley’s Shopping Center), 836 Southampton Road, Suite B, Benicia. 707-746-7813. The Livescan is for volunteers over the age of 18 years. This Livescan needs to be completed if you have not had it done prior for volunteering with the parish. You will need to do it again, even if you have already had it done for volunteering with the school, your job or any other entity. The Diocese requires it for the sole purpose of volunteering through the parish. Please contact me if you feel that you have already had it completed for this reason. This will be at no charge to you. *Please bring receipt to Dir. Rel. Ed.*

You must take the Shield The Vulnerable online course when working with children. This course must be renewed every 3 years. Print and Download the **Shield the Vulnerable Registration** (attached). The course takes about one hour of time. Upon completion you will be given a certificate. If you believe you have already taken this course, and it is still current please contact me. *Please bring Certificate of Completion to Dir. Rel. Ed.*