

NDV Mandatory Volunteer Requirements

At NDV, we do everything possible to ensure the safety of our students. All parents of NDV students must be trained using the **Virtus Online Training Course “Protecting God’s Children”**.

If you are planning to volunteer in the school as a classroom volunteer, room parent, lunch volunteer, coach or chaperone day or overnight field trips, you must also be fingerprinted using the Live Scan process. Please read below for more information.

PART 1 “Protecting God’s Children” Online Training Course – ALL PARENTS

Parents must complete an online training program every three years to volunteer to work with children. This program, “Protecting God’s Children,” takes about one hour to complete, and it can be accessed through any computer and be completed in stages.

- All volunteers are required to complete this course prior to volunteering.
- We will require the completion of this program for all parents and guardians of NDV students for the 2023-2024 school year.
- Please complete by August 23, 2023 if you haven’t completed it previously.

Steps to Registering: “Protecting God’s Children”

1. Go to: <http://www.virtusonline.org>
2. Click on: **First Time Registrant Begin the Registration Process**
3. Select Your Organization: **San Francisco (Archdiocese- Please do not select CYO)**
4. Create a Password:
5. Select Your Training Course: **Protect God’s Children**
6. Enter: **Your personal information**
7. Select Primary Location: **Choose the school: Ecole Notre Dame des Victoires (San Francisco) Please do not choose Notre Dame des Victoires Church.**

8. Select Primary Role:

Volunteer

9. Select Your Training Course: **Protecting God's**

Children

PART 2: Live Scan Fingerprinting

If you have never been fingerprinted before, the procedure is very simple.

- You can find the nearest Live Scan Location by searching online for “Live Scan” and your zip code. Many local UPS stores offer the service on a walk-in basis.
- Please remember to bring a copy of our Live Scan Service Form and a valid photo ID to the Live Scan location. Click [here](#) for the form.
- Please tell the Live Scan operator that you need to be cleared by both Department of Justice (DOJ) and FBI. (It's marked on the form, but a reminder helps.)
- Check with the Live Scan operator about payment, some only take cash or checks. The average cost of fingerprinting is \$75.00.
- We usually receive your Live Scan results within a week and will let you know as soon as you have been approved to volunteer.
- Please note that we are not allowed by law to share fingerprint results with any other organization, nor are we allowed to use another organization's results. We apologize for any inconvenience this may cause. *If you have already been fingerprinted for the parish, please log into Virtus and add our school as a secondary location.*

If you have any questions, please contact Dr. Carrie Schroeder at schroeder@ndvsf.org.

If paying for Live Scan would present a financial hardship, please email Mrs. Currier at currier@ndvsf.org.

Merci!