

July 1, 2021

## VOLUNTEER SAFE ENVIRONMENT REQUIREMENTS

All volunteers of Bishop O'Dowd High School are required to complete the Diocesan Volunteer Application , [Volunteer Application](#) and the Safe Environment online training course at [Virtus Online](#).

In addition to the above requirements if you are over age 18 and have direct contact with our students on a regular basis, either on campus or chaperoning an overnight field trip, you must also be Live Scanned fingerprinted and cleared prior to the beginning of your service.

If you are required to be live scanned have you direct volunteer supervisor request the forms from the Business Office at [jgrell@bishopodowd.org](mailto:jgrell@bishopodowd.org). If you have already printed within the Diocese of Oakland, you only need to provide the date and the site that you printed at.

Please complete the volunteer application, submit the Virtus online training certificate and completed Live scan Request form, after you have printed, to your direct supervisor and copy [jgrell@bishopodowd.org](mailto:jgrell@bishopodowd.org).

Thank you for your service

Joan E Grell

Business Manager and Safe Environment Coordinator