

BACKGROUND CHECK COMPLIANCE FOR VOLUNTEERS

Our volunteers are an integral part of our school community and its success! We know our volunteers have a true desire to serve our students, and will always do what it takes to make sure that students are safe.

It is the responsibility of the Safe Environment Coordinator at Notre Dame (Mrs. Kelly Weber), to ensure that everyone who is employed and who volunteers, is in compliance with new Diocesan and State guidelines for Background Checks. **The Diocese of Allentown requires that all volunteers are in compliance with Background Checks PRIOR to volunteering.** Please carefully review the following instructions and print out the Volunteer Background Check Packet (that includes further instructions).

Please use the checklist on the cover page of the packet (include e-mail address!) and submit **THE ENTIRE PACKET (including the completed cover page checklist) AND ALL OTHER LISTED REQUIRED DOCUMENTS** . *This ensures accuracy and expediency in processing.*

The packet must be submitted IN PERSON - guidelines also require that Mrs. Weber view the originals, make a copy, and return originals.

(**If you are a volunteer athletic coach, please personally return this packet of forms, including the cover page, AND the forms listed at the bottom of the packet cover page to Ms. Amy Rogers, Athletic Director).

Once a complete packet is received:

- The Fingerprint submission form (receipt that is received at the fingerprint facility immediately after fingerprinting), PA State Police and Child Abuse Clearance Certificates are forwarded to the Diocese for updating the database. Copies of all submitted forms are also on file at Notre Dame.
- The Diocese contacts Cogent to make sure that fingerprints have been done.
- The Safe Environment Coordinator is notified by the Diocese that the fingerprints have been done.
- The Volunteer is cleared and permitted to engage in activities involving students at Notre Dame.

Please contact Mrs. Kelly Weber, Safe Environment Coordinator if you have any questions or concerns at kweber@ndcrusaders.org.

***Your generous donations of time and talent enrich our Notre Dame community-
you are valued and appreciated!***