

## **VOLUNTEERING AT TRINITY CATHOLIC HIGH SCHOOL**

**Anytime a volunteer serves in direct contact with students, even when there are tons of other people around, they need to go through the Safe Environment & Fingerprinting Program before volunteering.** This goes for chaperones, concessions/gate workers, volunteer coaching assistants, etc.--

**ANYONE WHO SERVES IN DIRECT CONTACT WITH STUDENTS.** Here is what the Diocese says:

*The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow certain guidelines with regard to Safe Environment Training. As are all other archdioceses and dioceses, we are required to undergo regular audits by the USCCB to be sure that we are in compliance with those regulations.*

***All church personnel and volunteers working with children and vulnerable populations must complete Safe Environment Training in addition to a background/fingerprint clearance. In an effort to ensure the safety of those persons under the care of the Diocese, all Church Personnel and volunteers, ages 15 and older, will be required to submit a completed Criminal Background Check Form as well as a complete set of fingerprints so as to facilitate a criminal background investigation.***

To start the process with the Diocese of Orlando click on this link: [Safe Environment & Fingerprinting Program](#), then follow the steps outlined there. For the first step, Safe Environment Certification, you will need the **entity ID number** for Trinity Catholic High School. Following completion of that step, you will need to schedule an appointment to get your fingerprints taken. Just keep following the instructions provided to you on the screen. At some point, you will be asked for a **Fieldprint Code**. **CALL DeAnna Hartley, TCHS Director of Communications & Parent Volunteer Coordinator at (352) 622-9025 ext. 5111 for both of those codes.** In years past, it has taken 2-3 weeks to receive notice of your security clearance; if you haven't received word within 3 weeks contact Mark Schiefer, TC's Director of Finance, at (352) 622-9025 ext. 1112 / [mschiefer@tchs.us](mailto:mschiefer@tchs.us). He is the person at TC that Diocesan staff contacts about security clearances.

Good news--Your clearance, once received, will be good for 5 years! Thank you for supporting Trinity Catholic High School and keeping our children safe!

DeAnna Hartley, TCHS Director of Communications & Parent Volunteer Coordinator  
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