

Welcome to Ursuline High School ,

Thank you for agreeing to _____ Coach
_____ Volunteer
_____ Other _____

In order to work/volunteer around children in the Diocese of Youngstown the following must be completed:

1. **You must get fingerprinted at the Diocese of Youngstown, Office of Catholic Schools**, which is located at 225 Elm Street, directly behind St. Columba Cathedral. There is a fee and you may tell them to bill Ursuline High School. You will need a Driver's License and no appointment is necessary.
The hours are:
Tuesdays (8:30 am - 12:00 noon),
Wednesdays (10:00 am - 2:00 pm) and
Thursdays (12:30 pm - 4:30 pm).
The results of this BCI check are sent directly to Ursuline High School and kept on file in the main office.
2. You need to obtain from the Main Office at Ursuline the booklet entitled "Child Protection Policy", and fill out the Background Questionnaire that accompanies the booklet. **Return the Questionnaire to Colleen in the Main office with your signature and a witness signature which is required on this paper.**
3. You need to obtain from the Main Office at Ursuline the booklet entitled "Standards of Ministerial Behavior for Clergy, Employees and Volunteers", and after reading the document fill out and **sign the Acknowledgement Form on the last page and return to Colleen in the Main office.**
4. Fill out all necessary paperwork for the bookkeeping office (see Barb). This, of course, if you are in a paid position.
5. The last thing that you will need to be completed is a **2 hour mandatory in-service meeting entitled**, "Treasured Gifts from God". You must complete the mandatory in-service around the time of your contract/volunteer service. Colleen in the main office sets up the in-service meetings and they are held here at Ursuline quarterly. Please check with Colleen for the date of the next in-service.