



WELCOME TO SAINT ANDREW CATHOLIC SCHOOL! Thank you for your interest in volunteering.

There are 3 steps to volunteer approval:

To Register - <https://www.virtusonline.org/virtus/>

Log in to choose your preferred date/time. ***First time Registration***

1. **Volunteer Application** completed (Return to school office)
Volunteer packet (Form attached)

2. **Fingerprint approval** by the Diocese of Venice.

REGISTER online by accessing: <https://fingerprint.fadv.com/Registration>

NOTE: *First Advantage suggests using Chrome as your Internet Browser to complete the application.*

USER NAME: diouv

PASSWORD: Password 1

ENROLL personal data required to submit fingerprints. Everyone must register using a government-issued photo identification (i.e, driver license, military ID card, etc.,) **and** a Social Security number.

PAY: You *must* pay in advance **with a credit card only.**

OBTAIN RECEIPT generated online.

NEW APPLICANTS: **Print the receipt and bring it to the Pack and Send (College Pkwy., FM) along with the specific Photo ID you used to register.**

Five Year Rescreening Directions: **Form attached. (Retained prints are reused.)**

3. **Safe Environment Training (SET):** Register yourself on “Virtus-online” and sign up for a location to attend a 2-hour class at no charge. Following are the (Regional) scheduled classes. (Additional dates TBA.) **Note:** You must receive notice of fingerprint approval *prior to* attending a Safe Environment Training.

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Log in to choose your preferred date/time.

St. Cecilia Church, Ft. Myers: Thursday, August 9, at 6:00 p.m

St. Cecilia Church, Ft. Myers: Saturday, August 11, at 9:30 a.m.

Available in Spanish - When you go to the Diocese of Venice website: Select language at top. Scroll to the very bottom of the page to **Safe Environment**. You will find the **Fingerprint Registration** and **Virtus-online** (SET training).

You are welcome to set up an appointment with Mary Trobiano in the school office:

Mtrobiano@standrewcs.org You can call for assistance if you prefer to do this at home:

(239) 772-3922.

MHT-8/18