



Volunteering at St. Patrick School

The role of a Volunteer:

We rely on parental support to provide assistance for many of our school programs. The goal of our Parent Volunteer Program is to equitably solicit volunteer hours from ALL of our school families in order to assist the school in meeting its educational objectives. It is through your volunteer efforts that our community remains cohesive and true to its Mission. You are a vital resource. We are grateful for your willingness to share your time and talent with the community of St. Patrick School.

How to be cleared to Volunteer:

In order to volunteer at St. Patrick School, the following is required by the Department of Catholic Schools of the Archdiocese of San Francisco:

- 1) Sign up for an account at [VIRTUS Online](#)
- 2) Take the online training entitled "Protecting God's Children" at the VIRTUS website
- 3) Be **LiveScan** fingerprinted
- 4) Submit copies of your **Driver's License** and current **Proof Of Insurance** to the School Office if you plan to drive on field trips

How to obtain LiveScan Fingerprinting:

LiveScan fingerprinting can be arranged at the Marin Civic Center in San Rafael (Terra Linda). [Click here for information on how to make an appointment.](#) Be sure to complete the LiveScan form before your appointment and provide it to the LiveScan Operator.

How to Find Volunteer Opportunities and Log Hours:

[Parent Booker](#) provides a convenient way to find volunteer opportunities and record your volunteer hours.

Important Items to Note:

- If a VIRTUS account is not available for you, your fingerprinting results cannot be filed correctly.
- Livescan Fingerprint results can take up to two weeks to be cleared by the Archdiocese.
- If you have been live-scanned for St. Patrick School or the San Francisco Archdiocese, you do not need to be live-scanned again.
- If you already have a VIRTUS account, please log in and add "St. Patrick Elementary (Larkspur)" as a location under "Update My Account"
- You do not need to submit a copy of your fingerprinting or your VIRTUS training as we have administrator access to these in VIRTUS