

# How to become a **PARENT VOLUNTEER** at St. Vincent de Paul School



We love to have parent volunteers at school!  
At the same time, we are committed to the safety of our students.  
All parents signed a *Volunteer Code Of Conduct* during enrollment.  
In addition, we require completion of the following two steps  
before volunteering:

**1**

## **Complete a Background Check**

To make an appointment, call the  
Knox Educational Service Center (ESC) at  
(740) 393-6767

The ESC is located at 107 S. Main Street.

If you have lived in Ohio continuously for the  
last 5 years, you need the BCI report (\$30).

If you have lived in Ohio fewer than 5 years, you  
need both the BCI & FBI reports (\$60).

Pay with cash, check or credit card at the ESC.

Use code ORC 2151.86

Let the ESC know you are a volunteer at St. Vincent  
School. Ask them to send the results directly to:

Safe Environment Office  
Diocese of Columbus  
197 E. Gay St  
Columbus, OH 43215

**2**

## **Attend a child abuse awareness class called *Protecting God's Children***

This 3-hour class is offered by the  
Columbus Diocese. Some classes  
are in-person and others are  
available via Zoom. You must  
register ahead of time at  
[virtusonline.org](http://virtusonline.org). Click on "First  
Time Registrant" to begin the  
process. When registering for the  
class, there will be a \$25 charge to  
set up an account with Fastrax.

If you have questions,  
call the school office at  
(740) 393-3611