



## **Classroom Volunteer / Field Trip Chaperone / Field Trip Driver**

### **Darkness To Light Training Requirements**

All volunteers must complete a child protection program approved by the Diocese of Baker and background check. Currently the procedure for the training is:

#### **Darkness to Light Training Program**

From the Diocese of Baker website: [dioceseofbaker.org](http://dioceseofbaker.org);

- Go to Protection of Children Tab;
- Click on “Darkness to Light Online Training” along the left-hand side of the page;
- Choose “New Account”, this will bring you to the login and registration form, fill out all required information and continue from there by clicking “Login”;
- Click “Take Stewards of Children”;
- Then click “Add to Cart”;
- In the “Enter Coupon Code” area, enter “spanishonline”; this will bill the Diocese for the training.

You will then have 15-days to complete the training course. If you do not complete the training in the time period, you will have to re-register and complete the course again.

- Upon completion of the online course, print the completion certificate and submit a copy to the school office.

#### **Background Check**

After completing the online training, the procedure for the background check is:

- Ask for and sign the Background Check Form from the school office.
- Ask for and sign the Code of Conduct Form from the school office.
- Submit a \$25.00 check made out to St. Peter Catholic Church to the school office to cover the fee for the Background Check.

You will be notified by the school office when the results of the background check are received and you have been cleared for volunteering at St. Mary’s Academy.