

## School / Parish Volunteers

### Safe Environment Education: What it means

**Every adult volunteer, 18 years of age or older must have Safeguarding Certification, which is a three-hour training, plus a background check.**

All who would like to serve as school volunteers, field trip chaperones, catechists, athletic team coaches, Girl Scout leaders, chaperones, and any other parish-based activity in which they have regular contact with children or youth must register with the Archdiocese in the following way:

- Go to [www.archmil.org](http://www.archmil.org) and scroll down to the orange poster for Safeguarding. Click the first link, Safeguarding All God's Family.
- Next, click the first link below the heading, the line for Parish and School Employees and Volunteers.
- Next, scroll down to the section for Volunteers.
- Click the link in the third bullet for signing up for a session.
- On the next page click the link to Create an Account. This will open several information screens and you'll complete all of them and Submit.
- You should be able at this point to select a Safeguarding session coming up somewhere in our Archdiocese. You'll select it, attend, and then bring back the certificate granted at the end. Or you'll be told your completion is registered electronically—either one is fine.
- If you feel you hit a brick wall and cannot find or complete the registration, first try the User's Guide; the link to this is right below the Create an Account button. If you need more help, contact the school office and we will talk you through it.
- Your completion information will be registered with the Archdiocese and well. If you are given a paper certificate, please bring it or a copy of it to school.

I am so happy to know you want to a part of school life through volunteering.  
Thank you.

Mrs. Diana Lesnjak, Principal