



March 9, 2020

Dear Holy Family School Parents,

This letter is intended for any **active volunteer** here at Holy Family School. It is a requirement by the Diocese of Baton Rouge that volunteer files stay active and up-to-date. The Diocese has recently updated the online training requirement and the Code of Ethics for both volunteers and employees. For you to continue to be an active volunteer, which includes being able to attend field trips, assist with events on campus, coaches, etc. (anyone who has completed the child protection process previously), both of the following components need to be updated:

- Complete child protection online training ("Serving Vulnerable Populations")
 - Diobr.org
 - Promise to Protect box at bottom
 - Certification is on the left, look below
 - Click "Safe and Sacred online training center"
 - Complete training
 - Print certificate to turn in (or email to hwillis@hfspa.com)

- Read the Code of Ethics; turn in a copy of the acknowledgement form.
 - Diobr.org
 - Promise to Protect box at bottom
 - On left, click English, Code of Ethics
 - Sign and Print last page

You can access both of the above by logging into your account once you get to the Diocese website. If you have forgotten your username and password, there is a way to retrieve the information once you get to the login page.

If I do not receive the updated information for your volunteer status by **June 30, 2020**, I will be forced to archive your file due to non-compliance. After this date passes, if I do not have your updated information, you will need to complete the entire volunteer application process again including a background check in order to become an active volunteer again.

Please let me know if you have any questions or concerns.

Heather Willis
Guidance Counselor
Child Protection Coordinator
Holy Family School