

**Christ the King Catholic School**  
**Safe Environment for Children Livescan Fingerprinting Reservation Form**

In order for us to continue to be in compliance with the Diocese, all volunteers who are with children where a school employee would not be present at all times must be fingerprinted. **Beginning November 1<sup>st</sup>, this Livescan fingerprint policy will be in effect.** If you will be volunteering in any of the following capacities on or after this date you must be fingerprinted:

**Field Trips      Garden Awareness      Hot Lunch      Student Health Testing**

**Quilt/Auction Projects** (where student work is done on campus without a teacher or aide present at all times).

The Diocese will be sending a representative to CTK on Monday, October 31<sup>st</sup> from 10:30 - 1:30 p.m. to do Livescan fingerprinting for us or you may go to a local police station (**you must take the Diocesan form with you** if you choose this option). The cost is \$34 per person at CTK. If you would like to be fingerprinted at CTK on October 31<sup>st</sup>, please complete the reservation form found in today's family envelope. Return the completed form and your check to the school office as soon as possible so that we can let the Diocese know how many to prepare for.

We appreciate your cooperation with this mandate; if you have questions about the policy you may contact Marilyn Marchi, Project Coordinator for the Diocese of Oakland Safe Environment Project, 510-267-8315, [mmarchi@oakdiocese.org](mailto:mmarchi@oakdiocese.org).

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Yes, we do want to have Livescan fingerprinting done at CTK on Monday, October 31<sup>st</sup>.

**PLEASE PRINT CLEARLY.**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Payment enclosed: #: \_\_\_\_ @ \$34 per person = \_\_\_\_\_ Check #: \_\_\_\_\_

Please make checks payable to **Christ the King School**.