



ST. THERESA
SCHOOL

4850 Clarewood Drive, Oakland, CA 94618 | 510.547.3146 | www.sttheresaschool.org

June 26, 2015

To: ALL ST. THERESA SCHOOL STAFF, PARENTS/GUARDIANS, AND SCHOOL VOLUNTEERS

The St. Theresa parish and school community are on Cycle I of the Safe Environment Project. All St. Theresa School staff, parents/guardians, and school volunteers must comply with the Diocese of Oakland requirement to obtain the Shield the Vulnerable Certificate of Completion.

ALL ST. THERESA SCHOOL STAFF, PARENTS/GUARDIANS, AND SCHOOL VOLUNTEERS must submit a Shield the Vulnerable Certificate of Completion, dated no earlier than **JULY 1, 2014**.

Please print the Certificate of Completion and submit to St. Theresa School prior to August 7, 2015.

Instructions for *Shield the Vulnerable* online:

- Go to shieldthevulnerable.org
- Click on **Adults**
- New users select **Adult Signup**
- Go to **Your Organization**
- Pick type = **Catholic Dioceses**
- Select Catholic Diocese = **Oakland Diocese (CA)**
- If correct, click **Confirm**
- **User Login Data** screen: fill in every field
- Follow **Next Steps**
- Upon successful completion, you will receive the online certificate
- Print and submit a copy to St. Theresa School.