



Sacred Heart Academy  
110 Keating Drive, Winchester, VA 22602  
540.662.7177  
sacredheartva.org

Dear Prospective Volunteer:

Welcome and thank you in advance for your willingness to help Sacred Heart Academy by volunteering in some capacity. Your time and services are essential in helping our school and students meet our mission, vision, and goals. Volunteers are invaluable and their services are always apparent during times of need!

Our school takes seriously the Lord's mandate to "Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven" in Matthew 19:12. We are committed to creating a safe environment which begins by ensuring that those volunteers and employees with substantial contact with minors are compliant with the child protection policies of the Diocese of Arlington. Your volunteer service is subject to successfully completing the online *Office for the Protection of Children and Young People (OPCYP)* application, clearance of the background check and attendance to the initial and ongoing safe-environment training.

Additionally, all employees and volunteers are prohibited from performing, teaching, or advocating any practices or doctrines that are inconsistent with religious tenets of the Catholic faith. For Catholic volunteers, conformance with religious tenets of the Catholic faith is a condition of service.

Prior to your first day of service, the OPCYP background check online application must be completed. Instructions on how to complete the application process in the most efficient manner are provided. In order to complete the application, you will need the following information:

**Location: Sacred Heart Academy**

**Position Title: General Volunteer**

Thank you again for generously offering your time and talent to our parish. I look forward to working with you.

Very truly yours,

Anne Arias  
Principal