

## Diocesan Requirements Before Volunteering | **VOLUNTEER: SCHOOL BOARD MEMBER**

We are so grateful for your willingness to serve as a School Board Member at St. James the Apostle School. Thank you for your gift of time and dedication to our students and families. For the safety of the children we serve, every School Board member is to complete a series of requirements before volunteering. The number of requirements vary with the volunteer role.

### **School Board Members are required to complete the following:**

- Virtus Online Account** | Create an account at [Virtusonline.org](https://Virtusonline.org)
- Policy Regarding Sexual Abuse of Minors and Vulnerable Adults** | Download at [Virtusonline.org](https://Virtusonline.org)
- Standards of Behavior for those Working with Minors and Vulnerable Adults** | Download at [Virtusonline.org](https://Virtusonline.org)
- Acknowledgment Form** | Sign at [Virtusonline.org](https://Virtusonline.org) to acknowledge you have received and read both the Policies and Standards listed above
- DCFS CANTS-22 Mandated Reporter Acknowledgment Form** | Download at [Virtusonline.org](https://Virtusonline.org) and then complete and submit to Jen Guthrie at the school office
- Adult Volunteer Application** | Download at [Virtusonline.org](https://Virtusonline.org) and then complete and submit to Jen Guthrie at the school office
- Background Check** | Complete an online name-based background check at [Virtusonline.org](https://Virtusonline.org)
- Protecting God's Children Class** | Complete the online course at [Virtusonline.org](https://Virtusonline.org)
- Mandated Reporter Training Course** | Complete the online course by following the link on [Virtusonline.org](https://Virtusonline.org) to the Illinois Mandated Reporter Training website
- Mandated Reporter Training Certificate of Completion** | After completing the course, download the Certificate of Completion and submit to Jen Guthrie at the school office

### **Step-by-Step Instructions for those who are **NEW** to Virtus:**

- 1) Register for an online account at [Virtusonline.org](https://Virtusonline.org). Click on the green box in the left hand column that reads, "First-Time Registrant".
- 2) Next, click on "Begin the registration process".
- 3) Indicate your organization as "Joliet, IL Diocese".
- 4) Indicate your primary location as St. James the Apostle (Parish and School) (Glen Ellyn).
- 5) Indicate your primary role by checking the box next to Volunteer
- 6) Indicate your additional role by checking the box next to Volunteer: School board member
- 7) Type School board member in the box asking for your Title or Position of Service.

### **While logged into Virtusonline.org:**

- 1) Download and read the **Policy Regarding Sexual Abuse of Minors and Vulnerable Adults** (revised 7-15-2021)
- 2) Check the box and electronically sign the **Acknowledgement** to confirm you have received the document above.
- 3) Download and read the **Standards of Behavior for those Working with Minors and Vulnerable Adults** (revised 7-15-2021)
- 4) Check the box and electronically sign the **Acknowledgement** to confirm you have received the document above.
- 5) Download and print the **DCFS CANTS-22 Form**. Once the form is completed, signed, and dated, please return to Jen Guthrie.
- 6) Download and print the **Adult Application**. Once the form is completed, signed and dated, please return to Jen Guthrie.
- 7) Indicate you have not attended at **Protecting God's Children Class**.
- 8) Select the session you wish to attend, English or Spanish.
- 9) Double check to see that you have entered your Full Legal Name.
- 10) Once you have, submit a **Name-Based Background Check** online.

**continued >**

**After submitting your Background Check you will be returned to the Home Page where you will find the links to complete the Protecting God's Children Class online —AND—Mandated Reporter Training.**

- 1) In the green box titled "Current Training" click on the link that reads You have 1 online module assigned and complete the online **Protecting God's Children Class**.
- 2) In the red box titled "Required Documents" click on the link that reads **Missing Mandated Reporter Training** to be taken to the Illinois Mandated Reporter Training.
- 3) Register for an account at the Illinois MRT Website and when you complete the Mandated Reporter Training, download and print your **Certificate of Completion** and please return to Jen Guthrie.

## **Step-by-Step Instructions for those who ALREADY have a VIRTUS account:**

- 1) Log in to your online account at [Virtusonline.org](http://Virtusonline.org)
- 2) On the Home Page scroll to "My Info" and click on the button
- 3) Scroll down to "Roles" and click on "+Add Role and Location"
- 4) Select the role of "Volunteer: School board member" and the location of "St. James the Apostle (Parish and School) (Glen Ellyn)"
- 5) Put today's date in as the Start Date and click "Save"
- 6) At the bottom of the page, click "Save Changes"
- 7) Once changes are saved there will be a message in red at the top of the page, "Account Updated"
- 8) Scroll to the bottom and click on cancel to return to the Home Page
- 9) Scroll to the red box titled "Required Documents" and click on the link that reads **Missing Mandated Reporter Training** to be taken to the Illinois Mandated Reporter Training.
- 10) Register for an account at the Illinois MRT website and when you complete the Mandated Reporter Training, download and print your **Certificate of Completion** and please return to Jen Guthrie.
- 11) Scroll back to the red box again titled "Required Documents" and click on the link that reads **Missing CANTS**.
- 12) Download and print the **CANTS-22 Form** to complete and submit to Jen Guthrie at the school office.
- 13) Return to the Home Page to see if there are any other outstanding requirements for you to complete. Read through each of the boxes to see if they indicate you have unfinished requirements to complete, such as Background Checks or Current Training.
- 14) If there are any unfinished requirements please click on the links in those boxes to complete them.
- 15) Finally, complete and submit the **Adult Volunteer Application** attached to this packet and submit to Jen Guthrie at the school office.

**Please Note:** it may take up to a week for the background check to be completed and approved, as well as for the references to be checked. When you are in compliance with all of the diocesan requirements, you will be contacted to begin volunteering.

**Need help logging into your existing Virtus Account?** Click on the blue box that reads "I Need Login Help" on the [Virtusonline.org](http://Virtusonline.org) website or contact the Virtus Hotline at 1-888-847-8870 or [helpdesk@virtus.org](mailto:helpdesk@virtus.org)

**Need general help?** Contact the St. James Safe Environment Coordinator, Lisa Gilligan at: [lisa@stjamesge.org](mailto:lisa@stjamesge.org)



**References**

*Please provide two personal/professional references. If you have resided in this area for less than two years, please provide at least one reference from your previous area of residence.*

—		—	
Name		Name	
City	State	Phone	
City	State	Phone	
Relationship		Years Known	
Relationship		Years Known	

**IMPORTANT – Please read and sign below**

The information provided on this form is true and complete. If accepted as a volunteer, any misstatement or omission of fact on this form may result in suspension of my services. I grant permission to check my background and references and release the diocese and all diocesan locations from any and all liability that may result.

I further understand that all persons who will have contact with children or vulnerable adults are required to comply with Diocesan Safe Environment policies and procedures and are required to undergo a state and federal criminal background check.

*Print Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Please return to the volunteer coordinator of parish/school where you are volunteering*