ST. ANDREW THE APOSTLE CATHOLIC SCHOOL

Faith · Family · Education



Volunteer Paperwork

Attached are the instructions to create a Virtus Account.

You must create an account online and provide all the necessary information.

You will be asked to review and complete the following:

- Policy Regarding Sexual Abuse of Minors and Vulnerable Adults (rev 7-15-2021)
- Standards of Behavior for those Working with Minors and Vulnerable Adults (rev 7-15-2021)
- Volunteer Application
- Protecting Gods Children

Please visit <u>https://virtusonline.org/virtus/preview_pgc.cfm</u> to sign up for the **Protecting God's Children[®] Program.**

Upon completion of Protecting Gods Children, please send a copy of your Certificate to <u>principal@andrewcc.org</u>.

If you have **any** questions or concerns, please contact the school office at 815-886-5953 exit 420:

www.andrewcc.org

505 Kingston Drive · Romeoville, Illinois 60446 · 815-886-5953 · Fax 815-293-2016

VIRTUS Online





Your selected location(s) are displayed on the screen.	Please select at least one primary role you perform at this location
Please select the primary role you perform at this location and enter	Non-employee(Non-voluntzer/Contractor
a brief description of your title or position in the "Title or Position of	nd a Diodes of Joint employee or valuriese by a child an agency or Analise shat begans the Pressing Day's Exhipter training () in . Cahola Gescore Duce Services Linux Oximetry Divensity of Dr. France, or any solution teacher, auditor charren, taxian side a faid placement or a Government or a charrent of Brits and extended to a contract with an analyzing address data are .
Service" box.	C Priest Desired Priest
	Seminarian
Select Continue to proceed.	Deacon
	Candidate for ordination
	Studying in the a commander descent
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	Employee (Parish/Parochial) Paid for work dome at the careful applications Paid for work dome at the careful applications
	Employee (Diocesan/Eparchial) Cedendopse donate an activation of calibration
	Dubunteer Protocolate teau for work acres at me rainfunction (incluse bances there.
	If you have a tille plaase enter it balow.
	If you do not have a stie, please briefly describe what you do
	Title or Position of Service:
	(Continue)
	Disces salart any additional roles you partone of this location
If you are an Employee at a Parish or School, please select any	share select with additional tokes had helitoliki at title location
additional roles (also known as a Secondary Role).	Employee: Contractor
	Foodersour contector ped for won core won reindrande source at parentechor
	Employee: Attar School Staff
	Employee: Musician
	Emptoyee: High School Coach athlade coach at catholic righ school
	Employee: Parochial School
	Any pairs action employee who sees NOT already fel under one of the following roles: Educator Employees: New School Staff Employee Fingloyees: Relicious Education or Youth Ministry
	0,
If you are a Volunteer, please select any additional roles (also	Please select any additional roles you perform at this location
known as a Secondary Role).	the second second second second second second
shown as a cocontary rate).	Volunteer: Religious Education or Youth Ministry
	Volunteer: Coach
	C Volunteer: Knights of Columbus
	Volunteer: Parochial School
	Volunteer: Scout Leader
	A Volunteer: Other
	U voluiter. Ouler
	Volunteer: Liturgical Minister Euclarizite parties lander under ober
	Coursenance minacest rector, poner, criper
	U volunteer: School board member
	□ Volunteer: Parish
f you are a Non-employee/Non-volunteer/Contractor, please select the following additional role if applicable (also known as a Secondary Role).	
Select Yes if you are associated with any other locations.	
	You have chosen following locations and roles:
Select No for no other locations.	All Calofe Catholis Academy (Nanondila)
	Volunteer
	Are you associated with any other locations?
	Yas No



Please answer the four questions. Click Continue to proceed.	Are you a parent or guardian of a child under 18? ○ Yes ○ No
	Do you interact with, work with or come into contact with minors of the archaecesedocesedratigious res No Do you interact with, work with or come into contact with vulnerable adults of this archaecesofdicesedratigious organization? No Do you manage, supervise or oversee employees or volunteers on behalf of this archaecesofdicesedratigious organization in any capacity? Yos No Continue
Please review the following and respond: Policy Regarding Sexual Abuse of Minors and Vulnerable Adults (rev 7-15-2021) To proceed, please Confirm by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date. Click on Continue.	<section-header><section-header><text><text><image/><section-header><text><text><text><text><text><text><text></text></text></text></text></text></text></text></section-header></text></text></section-header></section-header>
Please review the following and respond: Standards of Behavior for those Working with Minors and Vulnerable Adults (rev 7-15-2021) To proceed, please Confirm by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date. Click on Continue.	<section-header><section-header><section-header></section-header></section-header></section-header>



If you volunteer in a repetitive role (please see your local administrator), please print the Adult Volunteer Application. Once the form is completed, signed, and dated, please return to the volunteer coordinator of parish/school where you are volunteering. The volunteer coordinator will then provide to the local administrator to enter the date the form was completed into your VIRTUS account. Click on Continue.	Diocese of Joliet, IL Adult Volunteer Application
	Continue
if you have <u>not</u> attended a VIRTUS <i>Protecting God's Children</i> session, choose <u>NO</u> .	Have you already attended a VIRTUS Protecting God's Children Session?
Otherwise, choose YES. You will need to know the date and location of the VIRTUS Protecting God's Children session you attended in the Diocese of Joliet.	YES NO
IT you chose <u>NO</u> during the previous step, you will be given the option to select VIRTUS <i>Protecting God's Children for Adults (Online Training) in either English or Spanish.</i> It will take approximately 80 to 95 minutes to complete the training. Please note: High school minors who register for VIRTUS accounts will be given the option to select VIRTUS <i>Healthy Relationships for Teens 2.0 (Online Training).</i> (If you chose <u>YES</u> during the previous step, you will be presented with a list of all instructor led VIRTUS sessions conducted in the Diocese of Joliet. Choose the session you attended by clicking the downward arrow and highlighting the session – then click Complete Registration.) Please note: if you took a Protecting God's Children class in a diocese other than the Diocese of Joliet, please contact your local administrator or the Office of Child and Youth Protection at <u>Schoetware and Godes</u> where you took the training.	Press select the session you wish to stand Protecting God's Children for Adults (Online Training) Protecting God's Children for Adults (Online Training) Protecting God's Children for Adults (Online Training in Spanish) Protecting God's Children for Adults (Online Training in Spanish) Protecting God's Children for Adults (Online Training in Spanish) Protecting God's Children for Adults (Online Training in Spanish) Protecting God's Children for Adults (Online Training in Spanish) Protecting God's Children for Adults (Online Training in Spanish) Protecting God's Children for Adults (Online Training in Spanish) Protecting God's Children for Adults (Online Training in Spanish) Protecting Cod's Children for Adults (Online Training in Spanish) Protecting Cod's Children for Adults (Online Training in Spanish) Protecting Cod's Children for Adults (Online Training in Spanish) Protecting Cod's Children for Adults (Online Training in Spanish) Protecting Cod's Children for Adults (Online Training in Spanish) Protecting Cod's Children for Adults (Online Training in Spanish) Protecting Cod's Children for Adults (Online Training) Protecting Code in the Solution of Code in the Spanish (Spanish) Protecting Code in the Spanish
As part of our efforts to create and maintain a safe environment for children, volunteers, and staff we must conduct a criminal background check. If you are a NEW EMPLOYEE/APPLICANT, please contact the hiring manager for instructions to be fingerprinted. Please click Go To Training' and the online Protecting God's Children for Adults training will be accessible if chosen as the selected training. If you are a VOLUNTEER or CONTINUING EMPLOYMENT follow he instructions to conduct a name-based background check through Selection.com website.	Down registration is not complete Sour must complete a background check Statistics was used was and an an excession of the two must statistics and background exest. Statistics was used was and excession of the two and statistics and background exest. Statistics was used was and excession of the two and statistics and prove the two and statistics and prove the two and statistics and prove the two and statistics and two and the two and statistics and two and statistics and two and statistics and two an



