

Instructions for School and Parish Volunteers

Per the Archdiocese of Chicago, in order to volunteer to work with children at Queen of All Saints you must complete the steps below and submit all forms to the Religious Education Compliance Office.

All paperwork must be handed in together as a packet in an envelope. Please do not email documents as original signatures are required. Use the checklist below, as incomplete packets will be returned.

I. Register for Virtus Training – Protecting God’s Children for Adults

Click on the link below:

<http://www.virtusonline.org/virtus/>

Click on the green box on the left side of the screen labeled **FIRST-TIME REGISTRANT**

Instructions: The registration site lists all dates and availability for the sessions.

- To register, click "Begin the registration process".
- Choose the name of your organization, **Chicago, IL Archdiocese** from the pull down menu.
- Create a User ID and Password, then provide all the information requested.
- Select the PRIMARY location: **Queen of All Saints has two accounts:** if your children attend QAS school, select the school account (**Queen-Saints School**), and if your children do NOT attend QAS school, register for the parish account (**Queen-Saints**). If you worship or volunteer at another parish then you may add that parish or QAS as a secondary site.
- Next select all the role(s) that you perform.
- Then, choose the session you want to attend (it does not have to be at Queen of All Saints). Sessions are listed chronologically so scroll down to the date that fits your schedule. If a session is restricted you may try calling the site for permission to attend, however, do not call Misericordia.
- In addition, you will print out a **CANTS** form and must submit the original signed form to the Religious Education Office.
- Then, provide an electronic signature and date to confirm you have read and understand the **Code of Conduct for Church Personnel**.
- Next, check the box for the **Declarations** page. Provide an electronic signature and date to confirm you have read and understand the form.
- As a Volunteer, you are required to complete a background check. Follow the instructions on the screen to proceed.

TIP: Pre-registration online is required to obtain credit for attending the session. Do not be late and sign in legibly on the facilitator’s attendance sheet so your attendance can be verified. Make a copy of the certificate and submit it with your packet. FYI After registering, you will receive monthly bulletins via e-mail (ongoing education and training) which only take about two minutes to complete. Please read and submit the answers to the questions in order to stay compliant. *Unread bulletins will affect your compliance status.*

II. Submit an Online Criminal Background Screening

Once you have registered for the Virtus class a link will be sent to your email to complete an online criminal background check by S2Verify. If you completed your Virtus training before November 2017 and now would like to complete the online criminal background check, please send an email to virtus@qasparish.org and we will send you a link to the background check.

III. Mandated Reporter Training - Required for Coaches, RE Catechists, Scout Leaders, and SPRED Volunteers Click on the link below:

<https://www.dcfstraining.org/manrep/index.jsp>.

TIP: Be prepared to spend at least 40 minutes. Use a computer equipped with speakers and connected to a printer. Only computer generated, post assessment certificates will be accepted as proof of completion. To receive credit for the training, submit the certificate to the RE Office.

IV. Email the Religious Education office that you have completed steps I, II and III (if required).

Email to virtus@gasparish.org . We will let you know when your name has been added to the volunteer list.

Please allow 2-4 weeks for processing the compliance paperwork. Paperwork submitted at the beginning of the school year may not be processed until late September, so please be patient.

Check List for Compliance Packet* to be sent in an envelope c/o Religious Education Office:

- Virtus Certificate
- Signed CANTS form
- Mandated Reporter Certificate (coaches, catechists, scout leaders, and SPRED volunteers)

To review the requirements set forth by the Archdiocese of Chicago visit:

<https://protect.archchicago.org/compliance-resources>

Questions should be sent via e-mail: virtus@gasparish.org

Or call 773-286-1939