

Dear Parents and Volunteers,

Thank you so much for your love, faith, efforts and energy shared with the children and youth of Saint Elizabeth School. We cannot ever say that enough. The archdiocese requires that each volunteer complete the Volunteer Application, sign the Archdiocesan Code of Ethics/Conduct Acknowledgement, have a background check done through Verified Volunteers and attend a Protecting God's Children workshop.

All volunteers are required to complete all these steps BEFORE they begin their role in working with children. This is a mandatory requirement from the archdiocese.

Remember that all volunteers over the age of 18 who work with children and /or teens MUST attend a workshop AND have a background check every 5 years.

NEW VOLUNTEERS

Each volunteer is required to complete the Volunteer Application, acknowledge the Archdiocesan Code of Ethics/Conduct by signature, have a background check done through Verified Volunteers and attend a Protecting God's Children workshop BEFORE volunteering with minors.

1. You must **complete a "Volunteer application"** and a **signed "Acknowledgement"** which will be kept in your Volunteer file.
 - a. Kindly complete the Volunteer Application (be sure to initial on **each line** of the "Declarations" page).
 - b. We are required provide a copy of "Policies on Professional Conduct", available online at: <https://www.rcan.org/sites/default/files/files/NewarkConductPolicy-12-04.pdf>. In order to confirm that you agree to comply, **you must sign the "Acknowledgement"**.
 - c. Return all paperwork to the school office, Attn: Karen Lewis.
2. You must **pre-register** for a Protecting God's Children workshop on the Virtus.org website and then attend the session. You will receive a "Certificate of Attendance" at the end of the session. **A copy must be turned in at the school**, Attn. Karen Lewis.

REGISTRATION INSTRUCTIONS FOR PGC

First Time Registrations ONLY:

Go to www.virtus.org and click on First-Time Registrant.

- Selection (when asked) – Organization – Newark, NJ (Archdiocese)
- Selection (when asked) - Parish/School – St. Elizabeth School (Wyckoff)
- Say NO, you have not previously attended a workshop
- Select workshop from list (here or elsewhere)

Upcoming **Protecting God's Children Workshop (2-3 hours)** at St. Elizabeth:

THIS IS FOR INTIAL CERTIFICATION OR RE-CERTIFICATION

Wednesday, April 10 – 9:30 AM in the Elizabeth Room

3. After you complete the registration process for the workshop, on the Virtus.org website, **be sure to click on the link: [Begin Verified Volunteer Background Check](#)**.
 - Enter all requested information
 - select "**Save & Continue**" at the bottom of **each screen**
 - Be sure to **click "Submit Order"** in order to complete the process.
 You will receive a letter in the mail when your background check is completed.
4. Attend the Protecting God's Children session. You will receive a "Certificate of Attendance" at the end of the session. Turn in a copy of the Certificate of Attendance at the school, Attn: Karen Lewis.

RECERTIFICATION

Every volunteer must have attend PGC training and complete a Background check every 5 years. In order to do so,

- a. You need to attend a Keeping the Promise Alive or Protecting God's Children (2-3 hr session). In order to do so, please follow the directions below.
 - You need to log in to your account www.virtus.org with the correct username and password to avoid creating a duplicate. If you can't remember, **DO NOT CREATE A NEW ACCOUNT** or click "**REGISTER**" on **VIRTUS Home Page**. If you have issues or login questions, please contact Joanne Ciaravino stelizpgc@gmail.com / 201-923-0432 or Jonathan Camiolo jcamilo@saintelizabeths.org / 201-891-3262 ext 225.
 - Select "Live Training".
 - Select "Pre-register for an upcoming live training session in your area".
 - Select workshop from list (here or elsewhere). You may attend Protecting God's Children (2-3 hr session) or Keeping the Promise Alive (60-90-minute session).
 - Attend the session. You will receive a "Certificate of Attendance" at the end of the session.
 - Turn in a copy of the Certificate of Attendance at the school, Attn: Karen Lewis.

Upcoming **Keeping the Promise Alive Workshop (60-90 minutes)** at St. Elizabeth
(Remember, you can take class anywhere listed online that works for you):

THIS IS FOR RE-CERTIFICATION ONLY

Wednesday, April 10 – 1:00 PM in the Elizabeth Room

Wednesday, April 10 – 7:30 PM in the Elizabeth Room

2. Have an updated background check. You will receive an email from "The Advocates". When you do, **click on the link: [Begin Verified Volunteer Background Check](#)**.
 - Enter all requested information
 - select "**Save & Continue**" at the bottom of **each screen**
 - Be sure to **click "Submit Order"** in order to complete the process.

You will receive a letter in the mail when your background check is completed.

If you have issues or login questions, please contact Joanne Ciaravino stelizpgc@gmail.com / 201-923-0432 or Jonathan Camiolo jcamilo@saintelizabeths.org / 201-891-3262 ext 225.