

July 1, 2023

Dear Parent-Volunteers,

If you want to volunteer at school for field trips, lunch duty, classroom activities/parties, etc., all volunteers must be Virtus Compliant. Please complete the Protecting God's Children requirements set by the Archdiocese of Chicago.

FOR RETURNING VOLUNTEERS:

Everyone needs to complete the following yearly:

- CANTS 68g form (attached). Return to Chris Alfred. **Do not mail it yourself.**
- Login to read and electronically sign the Standards of Behavior. We do not need a copy of this.

Please sign in to your Virtus account to see if you are missing any other requirements. If your account is inactive, email Chris Alfred the name your account is under along with your user ID or email address so she can have your account reactivated. Once you are reactivated, you will see any requirements you need to fulfill on your home page.

FOR NEW VOLUNTEERS:

All volunteers must create an account at <http://www.virtusonline.org>. Attached are instructions to complete the requirements. We are part of the Archdiocese of Chicago. Be sure to select St. Mary School- Riverside as your location.

You will need to:

- Register and attend a Virtus session (online or in person) called Protecting God's Children for Adults (3 hour training).
- Complete a criminal background check. Follow the prompts in Virtus.
- Please provide one personal and one professional reference. This check will be completed by the school office.
- Electronically sign the Archdiocesan Standards of Behavior.
- Complete the attached CANTS 68g form - a hard copy must be given to Chris Alfred.
Do not mail it yourself.
- Complete the Mandated Reporter Training (MRT) (45min training) by going to <https://mr.dcfstraining.org>. Register and complete the online course. Send a copy of your Certificate of Completion to Chris Alfred. If you already are a Mandated Reporter from another location, please send a copy of your Certificate of Completion (within the past 3 years) to Chris Alfred.
- Complete the attached CANTS 22 form – Return to Chris Alfred.
- Read the monthly bulletins and answer the question online. You will be notified by email when a new bulletin is available.

Contact Chris Alfred at calfred@stmaryriverside.org with any questions you may have. You can also call at 708-447-1020; Ext 209 or dial direct 708-853-1424.

Compliance requirement information on the reverse side.

PROTECTION OF CHILDREN

VOLUNTEERS (PARENTS-St. Mary School)

Virtus Account: www.virtus.org (if you need to create a new account it should be under Chicago, IL Archdiocese, please be sure to list St. Mary School-Riverside as your school)

Criminal Background Check (CBC)

Automatically run every three years

References – if new, must provide 2 (one professional and one personal)

Protecting God's Children (PGC) – schedule if never taken

Every 3 years – Keeping the Promise Alive (KPA)

*Vulnerable Adults Training (VAT) (SPRED, Ministers of Care)

Monthly Bulletins

Please keep these current

Mandated Reporter Training (MRT): <https://mr.dcfstraining.org>

(all volunteers who work with children must complete)

Every 3 years need to recertify

Set up new account, if you never have previously

Fill out info

Yes – work volunteer in IL, IL Catholic Diocese, Arch Chicago

Volunteer – so skip this

Mandated Reporter Category – other

Reason – Other; Parent/Volunteer

CANTS Form 22 (accompanies MRT) [Mandated Reporter Training Acknowledgement]

*paper form must be turned in

CANTS Form 689 (yearly) [DCFS Background Check]

*paper form must be turned in

Archdiocesan Standards of Behavior (yearly)

*renewed yearly in Virtus

Questions?

Site Administrator: Chris Alfred; calfred@stmaryriverside.org;

708-447-1020; Ext 209; Direct 708-853-1424