July 1, 2025

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 689 form (attached). Return to Chris Alfred. **Do not mail it yourself.**
- Log in to read and electronically sign the Standards of Behavior. We do not need a copy of this, but you may submit a paper copy if that is more convenient.

Please sign in to your Virtus account to check if you have any additional requirements. If your account is inactive, please email Chris Alfred (calfred@stmaryriverside.org) with the name your account is registered under, along with your user ID or email address, so we can reactivate your account. 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, listed as Chicago, IL (Archdiocese). Be sure to select St. Mary School - Riverside as your location when you reach that part of the process.

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. The school office will complete this check.
- Electronically sign the Archdiocesan Standards of Behavior.
- Complete the attached CANTS 689 form - a hard copy must be given to Chris Alfred. **Do not mail it yourself.**
- Complete the Mandated Reporter Training (MRT) within the Virtus system if you do not need it for any other non-SMS volunteer (or professional) position.
    - If you are already a Mandated Reporter from another location, please send a copy of your Certificate of Completion (within the past 3 years) to Chris Alfred.
    - On the DCFS website if you need to use it elsewhere by going to: https://mr.dcfstraining.org. Register and complete the online course. Send a copy of your Certificate of Completion 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 directly 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 – Recertification – A Plan to Protect God's Children 4.0
  - *Vulnerable Adults Training (VAT) (SPRED, Ministers of Care)
- Monthly Bulletins
  - Please keep these current

Mandated Reporter Training (MRT): within Virtus OR 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