

Volunteer Requirements

In order to volunteer at school for field trips, lunch duty, classroom activities/parties, etc., all volunteers must 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. Return to Mrs. Carone ccarone@stmaryriverside.org. Do not mail it yourself. [CANTS 689 - English version.pdf](#) [CANTS 689 - Spanish version.pdf](#)
- Login to read and electronically sign the Standards of Behavior. We do not need a copy of this.

Please sign into your Virtus account to see if you are missing any other requirements. If your account is inactive, email Mrs. Carone the name your account is under along with your user ID 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 are asked to create an account at <http://www.virtusonline.org>. Attached are instructions to complete the requirements. [VIRTUS Online Registration Instructions AD Chicago.pdf](#) 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.
- Complete a criminal background check
- Electronically sign the Archdiocesan Standards of Behavior (formerly called Code of Conduct)
- Complete the attached CANTS 689 form [CANTS 689 - English version.pdf](#) [CANTS 689 - Spanish version.pdf](#) - a hard copy must be given to Mrs. Carone – please do not mail it yourself
- Complete the attached CANTS 22 form [CANTS 22 Acknowledgement Form for Mandated Reporters.pdf](#) – Return to Mrs. Carone
- Complete the Mandated Reporter Training (MRT) by going to <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action> Register and complete the online course. Send a copy of your Certificate of Completion to Mrs. Carone. 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 Mrs. Carone.

- Read the monthly bulletins and answer the question online. You will be notified by email when a new bulletin is available.
- One personal and one professional reference check will be completed by the school office.

Contact Mrs. Carone at ccarone@stmaryriverside.org with any questions.