



St. Giles School

Volunteer Requirements

Every person that volunteers in our school must complete the following Archdiocesan compliance requirements. Volunteers include, but are not limited to Room Parents, Fun Lunch helpers, Birthday Book Club helpers, field trip chaperones, Girl Scout and Boy Scout leaders and helpers.

If you have questions, please contact the school office at 708-383-6279.

- Log onto <http://www.virtusonline.org/virtus/>
- On this page you will see several headings. Volunteers need to complete the following 4 requirements:
 1. *Criminal Background Screening –CBC (Vol.)*-Volunteer background checks are created and run through Virtus
 2. *Code of Conduct form* (complete online)--must be read and signed online
 3. *Child Abuse and Neglect Tracking System -CANTS form* (complete online annually) (Also bring signed copy to the school to be mailed to Springfield)
 4. *Virtus Training/Protecting God's Children for Adults* -must register online before training- complete live training within 60 days of beginning service. Bring certificate of training to school office.

Requirement	Process	Check when complete
1. Criminal Background Screening Online Application	*Choose Chicago, IL (Archdiocese) *Set up your own user ID and password *Choose location St. Giles School Oak Park *Choose the option volunteer *Submit background check during the registration process *Check your e-mail to complete the background check	
2. Code of Conduct & Declarations	* Read and electronically sign prior to beginning service *Read and electronically sign the Declarations page	
3. CANTS - Child Abuse and Neglect Tracking System	* THIS FORM MUST BE COMPLETED ANNUALLY * Download form online and submit signed copy to the office prior to beginning service. *Copy of completed form kept on site. *The School will mail copy to DCFS in Springfield.	
4. Virtus Training/ Protecting God's Children for Adults Live class	*Create a password and user ID--this is the same at at Requirement 1 *Select the site/date of the session you want to attend. This is a live, 3 hour long class. *Training should be within 60 days of beginning volunteer service. * After training, bring/send a copy of your Certificate of Training Attendance to the school office.	
Mandated Reporter Training	<u>Only required of Catechists, Youth Ministers, Coaches</u> *Complete this online training within 60 days starting service or ministry (online) * Submit certificate of completion to the school office	