

### **Attention All Current and Potential Volunteers.**

All adults that will be volunteering for the school lunch/recess program, chaperones, scouts, Girls on the Run, coaching, musical, and other programs with children need to be in compliance. There have been some changes over the past year with the Virtus Safe Environment program for the diocese.

**Protecting God's Children class:** For new volunteers, the class is now available online for volunteers only. It takes about an hour to finish so there is no more waiting for a class at Holy Spirit. Employees must take the in person version even if they have taken the online course before as a volunteer. The diocese will have to approve your account by verifying that you completed the online class or attended the in person class. It is important to sign the attendance sheet for in person classes.

Each location (parish or school) for which you work or volunteer needs to have you on their list. For example, you took the class because you work at the diocese or West Catholic and your children now attend Holy Spirit School. You must add Holy Spirit School to your account or we cannot tell that you attended the class. If you cannot get onto your account, contact me and I can have the diocese add us to your account. If you do add us, please let me know so I can follow-up.

**Background Checks:** Background Check Authorizations are now signed electronically.

1. Each location for which you work or volunteer must have a background check on file for you.
2. This process will automatically be started for first-time users when you sign up for the class. It will ask you to fill out information for the background check, whether you have lived outside of Michigan since you turned age 18. Please fill in all previous names such as maiden, former marriages, etc. along with the race and gender. This helps us eliminate records that may appear for those with a more common name.
3. For those who have lived outside of Michigan since turning age 18, a national check will be required. Once I have your background check authorization, I will double check with you that you have lived outside of Michigan. The diocese will then send you an email to complete the information needed for the national background check.
4. For those that need an updated background check because it has been 5 years, or you have added Holy Spirit as a new location, you will receive an email prompt to fill out the required information online.

#### **Required Documents:**

1. When you register for the first time or respond to the email prompt, you will be asked to fill out the background check data, to read the required documents and to electronically sign the required documents. This is usually about four screens until you get to the page with submit on it. If you stop after the first page, we cannot get the background check authorization and will have to prompt you again. Volunteers only have to read and sign the Standards of Ministerial Behaviors.
2. Employees must read and sign electronically the Standards of Ministerial Behaviors and the Charter/Essential Norms.

If you have any questions, please contact me at [dschoof@hsparish.org](mailto:dschoof@hsparish.org) or 616 453-1591