

Thank you for volunteering at St. Patrick School. Your Virtus account has been activated. The following checked items need to be completed **before** you come in to volunteer. You will need to log into your Virtus account. On the home page you will see several boxes that will indicate if there is something that needs to be done. **Note: You will not be able to volunteer if you are not fully compliant.** Click on the box and complete the following **checked** items:

Under the Required Documents box:

_____ **DCSF CANTS 689 form** attached. Please fill out the form, sign and send to the office to my attention.

_____ **Code of Conduct** electronic signature. Read the Code and electronically sign that it has been read

Training Bulletins Box

_____ Click on this box to get to the bulletins that need to be read. Read the Bulletin(s) and answer the question at the end of the article and submit.

Current Training Box

_____ The box should indicate that you have one module to complete. This is the **Keeping the Promise Alive online Virtus refresher course**. The Archdiocese is mandating that all volunteers take this every 3 years.

Background Check Box

_____ Please click on this box and complete the information requested for the online background check.

_____ **Mandated Reporter Trainer online class**. The state of Illinois is now mandating that all volunteers are to take the online Mandated Reporter Class. This requirement is due by July 1st.

Go to <https://mr.dcfstraining.org> and register.

- You will need a computer with audio capability and a printer.
- This will take some time. If you leave the session without completing it, you will have to start all over again.
- Print off the DCSF Acknowledgement of Mandated Reporter Status form (CANTS 22). Complete and sign the form and turn into the office. The form says "Employee name"—don't worry about that they haven't revised the form for volunteers. For type of employment put "volunteer" on that line.
- Print off the Certificate of Completion and turn it into the office to my attention.

Thank you! - Susan Grum