

Instructions for School and Parish Volunteers

Per the Archdiocese of Chicago, in order to volunteer to work with children at Queen of All Saints you must complete the steps below and submit all forms to the Religious Education Compliance Office.

All paperwork must be handed in together as a packet in an envelope. Please do not email documents as original signatures are required. Use the checklist below, as incomplete packets will be returned.

I. Register for Virtus Training – Protecting God’s Children for Adults

Click on the link below:

<https://protect.archchicago.org/documents/351902/352078/PROTECTING+GOD%E2%80%99S+CHILDREN+FOR+ADULTS+VIRTUS+TRAINING.pdf/077f553b-9e4f-4e2b-896c-1e58fddf0d00>

Scroll down to “Training Options” and then click on the link after “Participate in Training”.

Instructions: The registration site lists all dates and availability for the sessions. To register, click "Start Registration", set up a user-name and password, then fill out the personal information (ie. volunteer and the position is parent/catechist/aide/scout leader/etc). **Queen of All Saints has two accounts: if your children attend QAS school, select the school account (Queen-Saints School), and if your children do NOT attend QAS school, register for the parish account (Queen-Saints).** If you worship or volunteer at another parish then you may add that parish or QAS as a secondary site. Choose the session you want to attend (it does not have to be at Queen of All Saints). Sessions are listed chronologically so scroll down to the date that fits your schedule. If a session is restricted you may try calling the site for permission to attend, however, do not call Misericordia.

TIP: Pre-registration online is required to obtain credit for attending the session. Do not be late and sign in legibly on the facilitator’s attendance sheet so your attendance can be verified. Make a copy of the certificate and submit it with your packet. FYI After registering, you will receive monthly bulletins via e-mail (ongoing education and training) which only take about two minutes to complete. Please read and submit the answers to the questions in order to stay compliant. *Unread bulletins will affect your compliance status.*

II. Submit an Online Criminal Background Screening

Once you have registered for the Virtus class a link will be sent to your email to complete an online criminal background check by S2Verify. In addition, you will print out a CANTS form during the online criminal background check and must submit the original signed form to the Religious Education Office. This is an annual requirement, so you will need to submit a CANTS form each year you volunteer. If you completed your Virtus training before November 2017 and now would like to complete the online criminal background check, please send an email to virtus@qasparish.org and we will send you a link to the background check.

III. Mandated Reporter Training - Only Required for Coaches and RE

Catechists Click on the link below:

<https://www.dcfstraining.org/manrep/index.jsp>.

TIP: Be prepared to spend at least 40 minutes (you cannot exit and return). Use a computer equipped with speakers and connected to a printer. Only computer generated, post assessment certificates will be accepted as proof of completion. To receive credit for the training, submit the certificate to the RE Office.

IV. Email a Photo for an ID Badge

Email to virtus@gasparish.org JPEG format is best. The photo should be a picture similar to what would be submitted for a passport. Please specify your child's grade and homeroom teacher so we can send the badge to you through school. If you do not have a child in the school, we will let you know when the badge is ready to be picked up.

Please allow 2-4 weeks for processing the compliance paperwork. Paperwork submitted at the beginning of the school year may not be processed until late September, so please be patient. Your badge will be sent home with your child once you are approved.

Check List for Compliance Packet* to be sent in an envelope c/o Religious Education Office:

- Virtus Certificate
- Signed CANTS form
- Photo for badge (via email please, with your name in subject line)
- Mandated Reporter Certificate (only required if you wish to be a coach or catechist)

To review the requirements set forth by the Archdiocese of Chicago visit:

<https://protect.archchicago.org/documents/351902/352075/Compliance+Guidelines+Chart>

**Questions and photos should be sent via e-mail: virtus@gasparish.org
Or call 773-286-1939**