

To Volunteer with our Children at St. Dominic Parish

Volunteers are the backbone of St. Dominic Parish and we sincerely thank every person who is able to help us; however, there are requirements that need to be met before you can volunteer with any Youth in the Archdiocese of Cincinnati. The requirements are below.

There are two components and both need to be completed before a person may volunteer with children at any organization under the Archdiocese of Cincinnati.

1. All volunteers and employees must attend a Virtus training session.

- Go to www.virtus.org and create an account by clicking on "First Time Registrant." You will be asked to create a user name and password.
- Fill in all your information and list St. Dominic as your volunteer site. You may list other sites as well.
- After you have your account set up, click on the Training tab and select Live Training. Find a training session that fits into your schedule and register for that site. **All registration is done in advance on-line.**
- Arrive 15 minutes early for the training session so you can sign in and receive the needed materials. The trainer will give you a certificate of completion at the end of the session..
- Each month you will need to read and respond to on-line training bulletins. This should take you less than five minutes each month. You should receive a monthly reminder when a new bulletin is published; but, **if you do not receive an e-mail reminder**, go to the site on the 15th of each month and check for your update.
- Please stay current on the monthly training bulletins. If you get behind by three or more bulletins, you will not be eligible to volunteer. **If you miss six or more monthly bulletins your account will be deactivated and you will need to take the live session again.**

2. Selection.com background check: After creating your Virtus.com account, you can initiate the required Selection.com background check.

- Log in to your Virtus account and click on the Toolbox tab, then Selection.com Background Check.
- The cost of this background check is \$25. If you are volunteering for a St. Dominic organization like Athletics, PTO, etc., please contact the group first to see if they will pay for the background check. If they will pay, they will give you a token (number) to use for payment. If they are not paying, the site takes credit cards.
- Fill out all the information online and use a token number or credit card for payment. Link to the Archdiocese of Cincinnati website where you will find more information:

<http://www.catholiccincinnati.org/ministries-offices/safe-environment-for-children-and-youth/>

Volunteering at St. Dominic

Setting up your VIRTUS account and

Requesting a Background Check

1. Go to www.virtus.org and create an account. You will need to create a user name and password.
 - a. Fill in all the information
 - b. You will pick St. Dominic as the site you want to volunteer for. (Be sure and click the “save” button after you do this. It is at the bottom of the box.)
 - c. Pick a training session from the ones listed.
 - d. Go to the session you picked. Please arrive at least 15 minutes early to sign in, etc.
 - e. After the session your name will appear in our list that I can access.

2. Background Check:
 - a. Go to virtus.org and sign in to your account.
 - b. Click on the “Toolbox” tab at the top.
 - c. Click on the selection.com background check tab on the left.
 - d. Fill in all the information but SKIP all the parts about paying with a credit card if you have received a token number. Otherwise, enter your credit card information.
 - e. Background Checks are usually completed within 3-5 working days.

3. Stay up-to-date with monthly training bulletins. If you are behind 3 or more bulletins, you are not eligible to volunteer. If you miss 6 or more bulletins your VIRTUS account can be inactivated and you will be required to attend the live training again.

4. **PLEASE NOTE:** The “in compliance” volunteer lists are updated on the 15th of each month. Your name must be included in this list the month prior to the date you plan to volunteer. For example, if you plan to help with a field trip on October 5th, you must be in compliance (attended training, background check completed and current with online bulletins) by Sept. 15 when the “in compliance” volunteer list is updated.

Questions – contact me at 471-7741 x481 or teagan@stdominicdelhi.org.

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