

## Volunteer Requirement Checklist

The **Diocese of Cleveland** requires *all volunteers* associated with a parish or parish school, working with or around minors, to attend **VIRTUS: Protecting God's Children** training, register online for monthly updates, complete a background check and to read, sign and return the acknowledgement forms for both the **2016 Policy for the Protection of Children in Matters of Child Sexual Abuse** and the **Revised 2016 Standards of Conduct in Ministry**.

**St. Ambrose Parish** also requires *all volunteers* to complete a **Volunteer Application Form** (Found on the parish website under *Quick Links: Become a volunteer*).

- Parish and/or Parish School of Religion volunteers need to return the completed forms to the Parish office (Attn: Michele Sumner)
- St. Ambrose School Volunteers need to return the completed forms to the School Office (Attn: Colleen Bremmer)

The corresponding home parish, as the administrators of and record keepers for the VIRTUS program, should receive from volunteers the following information before an individual will be allowed to work in parish activities involving minors.

**Please keep this form as a personal checklist to record the steps you have completed.**

1. **VIRTUS Training Certification** – VIRTUS is designed to educate the attendee regarding issues surrounding child sexual abuse. St. Ambrose holds VIRTUS classes monthly.

**To sign up for a class**, go to **[www.virtus.org](http://www.virtus.org)** and click on the registration button. Verification of your attendance (certificate received at training session) must be delivered to Michele Sumner in the PLC office after completion of the training **if trained at location other than St. Ambrose**.

Once you have completed the VIRTUS Training, you will receive monthly email notices to read a bulletin from VIRTUS. These are very brief articles which require answering only one question. A record of your ongoing progress will be kept on the website for diocesan and parish records.

**If you have already taken the class**, but have not registered, please do so immediately. All past and future classes will be visible once you have registered on-line. This ensures the diocese knows you have fulfilled your requirements. Be certain to list your home parish as your primary location when registering.

2. **Acknowledgement Forms** -- Two completed forms must be returned to the corresponding home parish acknowledging that you have read the two required policy booklets. Both documents can be found on our parish website at [www.stambrose.us/virtus](http://www.stambrose.us/virtus).

Diocese of Cleveland: Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2016

Please print, sign and return **last page** to parish/school.

Diocese of Cleveland: Standards of Conduct for Ministry: Revised 2016

Please print, sign and return **last page** to parish/school.

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3. **Background Check** – In order to provide the safest environment possible to those we serve, The Diocese of Cleveland, in conjunction with Virtus, has partnered with Selection.com, a faith-based background check company. Selection.com has been in business for over 25 years and is currently serving 33 Dioceses across the US. It is a government recognized reporting agency that will run periodic checks on our active volunteers.

Selection.com is much easier and more convenient for volunteers to use, as well as for the parish. It does come with a onetime cost of \$25. As you can imagine, Saint Ambrose has approximately 1000 volunteers that need to utilize this system. We ask that you cover this \$25 cost. For those who are unable to financially cover this cost, please contact Joanne at the Parish Office. ([jbartinelli@StAmbrose.us](mailto:jbartinelli@StAmbrose.us)) To complete the online background check:

- Log into your **VIRTUS** account that you set up at [www.virtus.org](http://www.virtus.org). If you cannot remember your log in or password, you will be instructed on how to get a new log in.
- In the **top left corner under the word VIRTUS**, click on **“TOOLBOX.”**
- On the far left side of your screen, click on the first choice **“Selection.com Background Check”** and begin completing the information requested. You will be prompted to click on the button **“Begin Background check.”**
- The next page will prompt you to click on **“Enter Background Check Info.”**
- Keep following the prompts. To complete the process, a one-time \$25.00 fee will need to be paid. This can be done with a credit card or a token number, if this has been provided from your parish/school.
- Finish completing the application as prompted.

### **For Coaches Only:**

All coaches must complete the CYO coaches training class. Go to [www.dioceseofclevelandcyo.org](http://www.dioceseofclevelandcyo.org) to register. The cost is \$30 and can be paid online with a credit card. Coaching credentials will then be sent to the corresponding parish for review of requirements.

Coaches must also complete a free online Concussion training course offered through the National Federation of State High Schools Association. Go to [www.nfhslern.com](http://www.nfhslern.com) Click on “Concussion courses”, “Concussion in Sports”, “Order Course” and “Register now”.

Coaches must also sign and return the Lindsay Law form found at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Lindsays-Law/Lindsays-Law>.

**FOOTBALL ONLY:** USA Football Coaching Course certification is required. <http://usafootball.com/certification> to take the free online course. (Level 1 Tackle)

**Please print, sign and return all forms to Michele Sumner or your corresponding parish/CYO/school coordinator.**

**THANK YOU**

For your efforts to help keep everyone safe!