



Thank you for your interest in volunteering at St. John Elementary

Below is Step by Step how to become one of our valued volunteers at SJS.

Step 1: Complete Virtus training. This will take around 30-45 minutes. See attached directions on how to receive your certificate and sign the Code of Conduct online. You **do not** need to send a copy of your certificate to the office, just the background check form.

Step 2: Please notify the school's office to process the volunteer background check.

- 1. Copy of Driver's license (if applicable)**
- 2. Complete and Signed Volunteer Background check form**

Email the completed form to sjsoffice@myjacs.org or stop in the office to drop it off during business hours. Please give the background check processing 1-2 Business days BEFORE you are wanting to volunteer.

Examples to volunteer:

Lunch help

Recess help

Field trip

Book readings

Monthly events

Classroom parties

Please list your interests:

Instructions for Protecting God's Children Online Training for Volunteers

1. Go to <https://www.virtusonline.org/virtus/>
2. On the left-hand side of the page, click the yellow link label "Registration"
3. Click "Begin the registration process"
4. From the drop down list, choose "Lansing, MI (Diocese)"
5. Create a user ID and a password you can easily remember. This is necessary for all participants.
This establishes your account with our diocese and the VIRTUS program. Click "Continue" to proceed.
6. Provide the personal contact information requested. Several fields are required and are marked with an "*". If you do not have an email address, consider obtaining a free email account at mail.yahoo.com or any other free service.
7. From the drop down list, select your parish
8. If you also volunteer at another parish, click "Yes" and select the site at the next screen. Otherwise, click "No".
9. Select the role(s) that you serve within your organization and type in a specific volunteer duty, i.e., catechist, catechist aide, coach, assistant coach, classroom aid, field trip, chaperone, playground/lunchroom, scouts, etc., where it asks for an additional title.
10. On the screen regarding additional roles, check any that apply and click "Continue"
11. Answer the three yes/no questions . Then click "Continue"
12. Answer "No" to the question: Have you already attended a Protecting God's Children session?
13. You will be presented with a list of upcoming sessions. Go to the bottom and mark the box the "Protecting God's Children for Adults (Online Training)"
14. Answer "OK" to the question: Are you sure this is the session you wish to attend?
15. There will be a message on your screen confirming that you have completed the registration process. Click on "Go to VIRTUS Online"
16. Login with your User ID and Password
17. Click on "Protecting God's Children Awareness Session"
18. Read each screen carefully. If you are unable to finish your training in one session, you can log out and return later by following steps 16 & 17 above.
19. When your training is complete, print your completion certificate and log off.



DIOCESE OF LANSING MICHIGAN

Employee and Volunteer Criminal Background Check Disclosure and Authorization Form

Parish and/or School Name: _____ City: _____

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the diocese mandates that criminal history background checks be conducted for all school/church personnel and volunteers, who may have unsupervised contact with a child, the elderly, or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all and return this form to the designated administrator for criminal background checks at your Parish/School/Central Services.

Form with fields: First Name, Middle Name, Last Name, Known by any other name(s), Address, City, State, Zip, Date of Birth, Social Security Number, Number of consecutive years living in Michigan, Race, Sex, Position/Title for which you are seeking/volunteering.

Disclosure/Authorization:

The Diocese of Lansing hereby discloses, and I understand that consumer reports and/or investigative consumer reports on my background may be made, to assess me in connection with hire or volunteer assignment, promotion or reassignment or retention. These reports may be obtained before initial hire or volunteer assignment or during my employment or volunteer assignment and may consist of a criminal history background check, driving record, education verification, employment verification, credit check, and/or personal references using the services of the Diocese of Lansing/Department of Human Resources and/or a designated outside firm. The information received, including this form, will be kept confidential and will be used only to determine my suitability to work at the Diocese of Lansing, a diocesan school, parish, or agency, or volunteer for the above noted entity.

I authorize the Diocese of Lansing or a designated consumer reporting agency to obtain the information and authorize without reservation, any party contacted to furnish any or all the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation. In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future. *NOTE: Date of birth, sex, and race are being requested only for purposes of identification in obtaining accurate retrieval of records.

Signature

Date

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