

The “Essential 3” for Volunteers Who Have Regular or Unsupervised Contact with Children

*Thank you for your interest in Risen Christ. We are excited that you are considering volunteering with us!
Volunteer support is vital to our mission as a school.*

Application Process:

- ❑ Complete and return the attached General Volunteer Application and Informed Consent.
- ❑ When we receive your application, we will contact you to schedule a time to meet. During our meeting, we will ask you to read and sign a hard copy of the Code of Conduct.
- ❑ Begin the “Essential 3” requirements, outlined below. This will include the registration for a VIRTUS awareness session. Contact the volunteer office with any questions and/or concerns regarding this process.

What are the “Essential 3” Requirements?:

The Archdiocese of St. Paul and Minneapolis has made a strong commitment to promote and ensure a safe environment in its parishes, Catholic schools and communities. As part of this commitment all volunteers who have regular or unsupervised interaction with Risen Christ students must fulfill the ‘Essential 3’ requirements which are:

1. **Background check** -- which is run by an archdiocese-approved agency and provides a criminal history.
2. **Code of Conduct** -- establishes standard policies and provides guidance for the service of archdiocesan volunteers.
3. **The VIRTUS/“Protecting God’s Children” session** -- a live, 3-hour awareness session which better equips adults to protect children and youth. You will need to register for one of these sessions before beginning your volunteer service with Risen Christ. These sessions are offered throughout the year and at various locations in the cities.

The “Essential 3” Registration Instructions:

Allow 30 minutes to complete. You will be able to complete all of the “Essential 3” requirements in one process. These are not extensive instructions, rather what we have highlighted to be important for our end. Follow all the prompts until completion.

1. Go to www.virtusonline.org. Click the green link on the left labeled **First-Time Registrant**.
2. Click **Begin the registration process**.
3. Your Archdiocese/Diocese/Religious Organization will be “**St. Paul and Minneapolis, MN (Archdiocese)**”.
4. You will be asked to create a user ID and a password. You may want to write this information down, in case you are logged out during the process. Click **Continue**.
5. Fill in your personal information, click **Continue**.
6. Your primary location will be **Risen Christ School** in the drop down menu. Click **Continue**.
7. Select **Volunteer** as the role that you will serve within the Archdiocese. Enter your title as **Tutor**. Click **Continue**.
8. Skip the question about the Archdiocesan Employee Affiliate. Click **Continue**.
9. You are a **Volunteer**, you will **not** need to drive, and you will **not** be handling money. **Continue**.
10. Open the **Code of Conduct** pdf. Electronically sign and date, then click **Agree**.
11. The next few pages will provide you with a series of documents. It is important for you to know this information, however you will not need to print these forms. Electronically sign and date upon request, and click **Agree**.
12. VIRTUS will direct you to the McDowell Agency website, where you will complete the **Background Check**. Click on this link and enter the requested information.
13. If you have not attended a VIRTUS training (“Protecting God’s Children”), click **NO** and proceed to choose a site within the Twin Cities that is convenient for you. Click **Complete Registration**.

A message will appear on your screen and you will receive an email confirming completion of the VIRTUS registration process.

**If you have any questions, contact Maggie Monday-Thursdays from 8:30am-2:00pm.
I look forward to meeting you!**

Maggie McCarrick, Director of Volunteers
mmccarrick@risenchristschool.org 612-822-5329 x106