

# Application 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! Your support is vital to our mission as a school.

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 contact with Risen Christ students must fulfill the Essential 3 requirements which are: The VIRTUS/"Protecting God's Children" training, Code of Conduct, and a background check.

## 1. Complete and return these forms to Risen Christ.

- a) Risen Christ Volunteer Application (**Attached**)
- b) 123B.03 Informed Consent form (**Attached**) (A part of the Archdiocese background check.)
- c) A signed Code of Conduct (**Printing instructions below**)

## 2. When you receive a confirmation from Risen Christ, schedule a time to meet with us.

## 3. Complete VIRTUS Online Registration. (The Essential 3)

You will need access to a printer to complete this step. Allow 30 minutes to complete. You will be able to complete the "Essential 3" all 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](http://www.virtusonline.org). Click the yellow link on the left labeled **Registration** and click **Begin the registration process**.
2. Your Archdiocese/Diocese/Religious Organization will be "**St. Paul and Minneapolis, MN (Archdiocese)**"
3. You will be asked to create a user ID and a password. Click **Continue**.
4. Your primary location will be **Risen Christ School** in the drop down menu. Click **Continue**.
5. Click the **Volunteer** field for the role that you will serve within the Archdiocese. Your title will be **Tutor**. Click **Continue**.
6. Skip the question about the Archdiocesan Employee Affiliate. Click **Continue**.
7. You are a **Volunteer**, you will **not** need to drive, and you will **not** be handling money. **Continue**.
8. Open and **print** the **Code of Conduct** pdf. You will turn in a signed hard copy for Risen Christ, and VIRTUS needs an electronic signature for their records. Electronically sign and date, then click **Agree**.
9. 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. We have provided you with a copy of the 123B.03 Informed Consent form to be returned to us. Electronically sign and date upon request, and click **Agree**.
10. 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.
11. 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**.
12. 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 or Courtney Monday-Friday from 8:30am-4:30pm.

**We look forward to meeting you!**

Maggie McCarrick, Director of Volunteers

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