

COMPLIANCE - VOLUNTEERS

THANK YOU for offering to volunteer at St. Francis Xavier School. The following compliance requirements are required by the Archdiocese of Chicago for you to volunteer. Please read both sections of this chart and send all items to Mrs. Peggy Evans at the school office A.S.A.P. even if you volunteered for events later in the school year.

REQUIRED COMPLIANCE- What's Required	
<p>If you are a first time volunteer, go to VIRTUS.ORG to complete registration for your account and complete the online training called "Protecting God's Children for Adults". (Renewable every 3 years) Don't send this certificate to the School Office</p>	<p>Seasoned Volunteers: If your Protecting God's Children live training session was 3 or more years ago please complete: Keeping the Promise Alive online training on your Virtus.org account. Don't send this certificate to the School Office. (completed every 3 years)</p>
<p>All Volunteers: Cants 689 form – please make sure you have included all the required information and your information is legible. Use the name that's on your driver's license (completed annually) →</p>	<p>Please return your legibly signed Cants 689 form to the school office or email to pevans@sfxlg.org</p>
<p>All Volunteers: Standards of Behavior Form (completed annually)</p>	<p>Please complete electronically in your Virtus account or print out last page and send to Mrs. Evans at the School Office</p>
<p>All Volunteers: Illinois Mandated Reporter Training (renewable every 3 years)</p>	<p>Go to https://mr.dcfstraining.org: For training. DO print out the certificate or email directly to: pevans@sfxlg.org</p>
<p>All Volunteers: Cants 22 form – Acknowledgement of Mandated Reporter Status (completed every 3 years with Mandated Reporter online Training)</p>	<p>Complete, sign and send to the school office or email to pevans@sfxlg.org</p>
<p>All Volunteers: Criminal Background Check, in your VIRTUS account (completed every 3 years) →</p>	<p>Volunteers do <u>not</u> have to input their S.S. #. Instead <u>use 111-11-1111</u>.</p>

Compliance must be met before volunteering. Please return your compliance documents to the School Office by October 15, no matter when you are scheduled to volunteer.

If you have questions or need assistance, please contact Mrs. Peggy Evans, Site Administrator, at pevans@sfxlg.org.

Thank you for helping us create and maintain safe environments for all our students/athletes.