

NEW VOLUNTEERS **COMPLIANCE IN THE VIRTUS.ORG SYSTEM**

The Office for the Protection of Children & Youth has streamlined the registration process and submission of background check for volunteers. Now all volunteers are asked to visit: <http://www.virtusonline.org> where you will register for a Virtus session called Protecting God's Children for Adults. When you do, volunteers will also be asked to submit their background check in the Virtus System. When asked to select your primary site, please follow these guidelines:

**Day School volunteers, your location is:
St. Francis Xavier – Waiola School**

You will also: **Download the DCFS/CANTS form and the Code of Conduct form. Complete and sign each form and send to Mrs. Peggy Evans, School Site Administrator/Compliance Officer** Your registration in the Virtus site will provide information for a background check which you will authorize on the last page. Step by step instructions for the Virtus site process can be found by clicking this [link](#). The links imbedded in the instructions are not linked. They are for demonstration purposes only. Questions should be directed to Peggy Evans at pevans@sfxlg.org. Thank you for sharing your time and talents with St. Francis Xavier School.

CURRENT VOLUNTEERS **WHO HAVE ALREADY ATTENDED A VIRTUS SESSION**

Our school could not possibly offer our children what we do without the army of volunteers who make our special programs work. The work of protecting children is of the utmost importance to the Archdiocese of Chicago and St. Francis Xavier School/Parish. With that in mind, **this year the Archdiocese Office for the Protection of Children & Youth requests everyone who has a Virtus account, which is everyone who has attended a Virtus (pedophile awareness) session, do a little updating to their Virtus account** to make sure:

- Your name is the same as it is on your driver's license.
- Your primary location is **St. Francis Xavier – Waiola School** (you may keep Spring if you volunteer at the parish, however, the school should be your Primary location).
- Complete the background check information if asked.
- Everyone should be listed as "volunteer" even if you coach. Change to "Volunteer" unless you are employed at SFX.

Download, complete and return to Mrs. Peggy Evans, pevans@sfxlg.org : (unless you've submitted them while updating your account)

- **Volunteer Code of Conduct**
- **DCFS/Cants form**
- **Declarations**

Once finished, please email me that your account is updated. Thank you and please direct all questions to Mrs. Peggy Evans, pevans@sfxlg.org