



St. Gabriel Catholic School
Volunteer Requirements
www.stgabrielcatholicschool.org

Please Note: This document is posted on our school web site in the *Quicklinks* menu to provide easier access to the embedded links.

All Volunteers of St. Gabriel Catholic School must complete and submit the following documentation as required by the Bishops' Charter and the Diocese of Charlotte Safe Environment Program before volunteering at the school. Please ensure you have completed all of the following requirements to be able to volunteer in any capacity--chaperoning a field trip, helping with centers, helping in the lunchroom, etc.

- 1) Completed Volunteer Profile
- 2) Signed Acknowledgements for the Diocese of Charlotte Safe Environment Policies – which include the *Sexual Misconduct Policy* and the *Code of Ethics*.
- 3) Completion of *Protecting God's Children* training workshop
(*Virtus publishes additional training bulletins monthly. It is required that volunteers stay current with monthly bulletins.*)
- 4) Current and approved Background Check (Background Checks must be completed at least every 5 years. When you complete your request for a Background Check, be sure to list your volunteer location as St. Gabriel Catholic School.)

You can complete most of these requirements and your background check online through www.virtus.org. Virtus online registration instructions are available on our web site in the Quicklinks menu.

<https://www.stgabrielcatholicschool.org/quicklinks>

If you can't complete an online registration or already have a Virtus account and just need to complete some documents, these forms can be accessed in both English and Spanish via the following link:

<https://charlottediocese.org/human-resources/safe-environment/information-for-volunteers/>

Special Notes:

- The cost of the background check varies depending on the level of detail required. The minimum cost is \$8.00. We will notify you when we receive the invoice for your background check to let you know the exact cost. Payment can be made at that time to St. Gabriel Catholic School. *There is no need to send payment in advance. Thank you!*
- Any future training required by the Diocese will also require completion and submission of documentation to St. Gabriel Catholic School.
- If you sign up to volunteer and your paperwork is not complete, you will be notified of the missing paperwork; however, **please note that the absence of any required paperwork at the time of the volunteer commitment will result in the inability to volunteer.**

Questions? Please contact Mrs. Reeves at mrreeves@stgabrielschool.net