

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 before you volunteer in any capacity --chaperoning a field trip, helping with centers, helping in the lunchroom, etc.

- 1) Completed Volunteer Profile
- 2) Signed Acknowledgements – for receipt of, and agreement to, 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
- 4) Current and approved Background Check (Background Checks must be completed at least every 5 years.)

Forms and accompanying documents can be accessed via the following electronic link to the Volunteer information online:

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

You can complete "*Protecting God's Children*" in person, or online through **Virtus**. If you want to take the course online (it usually takes about an hour and a half) use the link below to "Start Registration." You will be required to set up a *Virtus* account. Proceed as if you were going to take a class in person, and once you set up your account, you will be given the option to take the online course instead. (You can also register to take a class in person if you wish.)

http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=14049&theme=0

Once you complete the course, please notify Mrs. Valenti at fvalenti@stgabrielschool.net, or send in a copy of your completed certificate. ***You will receive notification of additional training bulletins and/or Re-Certification Training on an ongoing basis from Virtus. It is strongly encouraged that you complete these trainings as soon as possible.***

Requesting a *background check* can be done through the *Virtus* account. When you complete the set-up of your new *Virtus* account, you will be prompted to complete a request for a background check. Please complete the required information, and be sure to mention your volunteer location as St. Gabriel Catholic School. Note that background checks must be completed every five years.

The cost of the background check varies depending on the level of detailed required. The minimum cost is \$8.95. 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 by your child's classroom teacher or Room Parent. **Please note that the absence of any required paperwork will result in the inability to volunteer.***