



VOLUNTEERING AT ST. PAUL SCHOOL

In order to volunteer at St. Paul school the following is required:

1. You must have passed a background check if:
 - Your volunteer work will be with children. (If a school employee is with you and you are volunteering for a single event, you may not need to have completed a background check. Please check in with the office if you have questions.)
 - You will be counting money, selling tickets, etc.
2. You must have signed up for or already completed the Safe Environment Program's class "Protecting God's Children for Adults."
3. If you also plan to drive a carpool, you must have submitted a Volunteer Driver Form and meet all of the requirements stated on the form.

HOW TO GET STARTED

CREATE A VIRTUS ACCOUNT

Steps 1. and 2. above are completed online using a website called VIRTUS. See the attached document, "VIRTUS Account Creation - St. Paul School Volunteers" and follow the instructions to create a VIRTUS account.

SUBMIT BACKGROUND CHECK INFORMATION IN VIRTUS

When you log into VIRTUS, you will also be asked to submit information so that a background check can be run. You will receive an email from TRAK-1 telling you when they have completed your background check.

Occasionally TRAK-1 will forward a background check to the Archdiocese for further review. If that happens, you will receive an email from TRAK-1 telling you that it was forwarded to the Archdiocese. Someone from the Archdiocese' Safe Environment group will contact you with a final status after they finish their review.

PLEASE NOTE: It can take up to two weeks to complete all the steps for a background check after you submit it.

TAKE THE IN-PERSON SAFE ENVIRONMENT TRAINING CLASS

If you have not completed the class "Protecting God's Children for Adults," you must sign up for it in VIRTUS. There are usually several classes to choose from throughout the Archdiocese, on both weekdays and weekends and during the daytime and evenings. You will be prompted to sign up for a class when you create your VIRTUS account.