

VOLUNTEER REGISTRATION CHECKLIST

_____	EXPIRATION DATE
_____	date given to Safe Env. Coord.
_____	date returned to group ldr.

NAME: _____

“SUBSTANTIAL CONTACT”

_____ I have registered on line at www.virtusonline.org and filled in my location as **St. Ignatius Hickory, Forest Hill** in the **Archdiocese of Baltimore**.

_____ I have selected my role as **“Volunteer with Substantial contact with Children.”**

_____ I have filled in my role as: Example: Faith Formation, Christmas Bazaar, Greeter, Knights of Columbus, Usher, Hospitality, etc...

_____ I have reviewed the **Code of Conduct for Church Personnel of the Archdiocese of Baltimore** and the **Statement of Policy for the Protection of Children & Youth** and answered the 10 questions.

_____ I have completed the **ESR Check (background/criminal history screening)** from Employment Screening Resources (which is the name of the company processing for our volunteers), and **didn't exit until I got to the following screen:**

Success! / Thank You

Progress...
Orders have been sent.

Personal Identification Number
Orders have been updated.

You have successfully completed the background check process.

- Your completed form(s) have been used to order screening services or to fill in documents required by the employer.
- If you were not asked questions in areas you were expecting, they are not required by the employer for this order.
- ESR will use the email address you supplied to send copies of reports, forms and/or receipts to you. In order to assure delivery, please whitelist system@esrcheck.com

Thank you.
You may now close this window to exit this online session.

_____ I have **input or emailed (kgibbons@stignatiushickory.org)** my **three references**. **References must be one from each category:** **Personal** (friend), **Family Member/Other Personal**, and **Professional/Civic** (co-volunteer): Name, (Name of Business, if it's a business address) Address, Email Address, Phone Number, Relationship, Years Known.

_____ I have completed the online training: **Protecting God's Children 3.2 Baltimore** and **received a certificate**. The training is 7 questions with a series of videos. You will be asked a question, then shown a video 4-5 minutes in length, then after the video you will be asked to answer the same question again.

Special Notes:

Please set aside 45 minutes to complete all of the requirements. If you log out before you've completed the background check or required documents you will have to email Kelly Gibbons at kgibbons@stignatiushickory.org to set the prompts up in your account again for you to be able to complete them.

Please do not use a cell phone to complete the background check. From past experience, it doesn't seem to take you to the necessary screens.

If you have questions while registering, the **Virtus helpdesk number is: 1-888-847-8870**.

You are not completely registered until you have completed and initialed all of the requirements on this page.

Once you have completed and initialed all of the requirements on this page, please turn this form in to your group leader. Your group leader will then give the form to Kelly Gibbons who will verify all requirements have been completed.

Once all of your requirements have been verified, your references returned and your background check cleared, this form will be given back to your Group Leader letting them know that you are eligible to volunteer.

Group Leaders Signature/Name of Group
(Required to begin volunteering)

Date

Safe Environment Coord. Signature (Required to begin volunteering)
Volunteer is in Compliance with
AOB Requirements until _____

Date



VOLUNTEER REGISTRATION CHECKLIST

_____	EXPIRATION DATE
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THIS SIDE IS ONLY FOR:

BULLETIN STUFFER, EUCHARISTIC MINISTER (IN CHURCH ONLY), GARDENER, GREETER, LECTOR, MARTHA, MONEY COUNTER

(ALL OTHER VOLUNTEERS MUST USE “SUBSTANTIAL CONTACT”

NAME: _____

“NON-SUBSTANTIAL CONTACT”

_____ I have registered on line at www.virtusonline.org and filled in my location as **St. Ignatius Hickory, Forest Hill** in the **Archdiocese of Baltimore**.

_____ I have selected my role as “**Volunteer without Substantial contact with Children.**”

_____ I have filled in my role as: Example: Greeter, Lector, Gardener, Money Counter, EM, Bulletin Stuffer, Martha. **THESE ARE ONLY VOLUNTEER POSITIONS “WITHOUT SUBSTANTIAL CONTACT”** If this isn't you, see other side of this paper.

_____ I have reviewed the **Code of Conduct for Church Personnel of the Archdiocese of Baltimore** and the **Statement of Policy for the Protection of Children & Youth** and answered the **10 questions**.

Special Notes:

Please set aside 15 minutes to complete all of the requirements. If you log out before you've completed the required documents you will have to email Kelly Gibbons at kgibbons@stignatiushickory.org to set the prompts up in your account again for you to be able to complete them.

If you have questions while registering, the **Virtus helpdesk number is: 1-888-847-8870**.

You are not completely registered until you have completed and initialed all of the requirements on this page.

Once you have completed and initialed all of the requirements on this page, please give this form to your group leader. Your group leader will then give this form to Kelly Gibbons who will verify you have completed all of the requirements. Kelly will then return this form to your Group Leader letting them know that you are eligible to volunteer.

Group Leaders Signature/Name of Group
(Required to begin volunteering)

Date

Safe Environment Coord. Signature
(Required to begin volunteering)

Date

Volunteer is in Compliance with AOB Requirements until _____

