

Volunteers

The Archdiocese of Chicago, Safe Environment Office requires all volunteers to be compliant with the requirements indicated by the Office for the Protection of Children and Youth. Forms are available on our website www.stmonicachicago.com, Archdiocese of Chicago's website www.archchicago.org, and in the School or Parish offices. Please call if you have any questions (773) 763-1661. See reverse side for more info.

PARISH/SCHOOL VOLUNTEERS WHO WORK WITH CHILDREN - **		
ONLINE CRIMINAL BACKGROUND CHECK - eApps	Complete an eApps online criminal background check application before being accepted as a volunteer. Applicant cannot begin service until the background check approval has been received.	1-time national background check. Re-checks are conducted automatically. A criminal background check should not be conducted on anyone under 18 yrs. old.
VIRTUS/PROTECTING GOD'S CHILDREN	Attend within 60 days of beginning service. <i>Certificate of attendance kept on site in personnel file.</i>	1-time 3-hour training for adults. No one under 18yrs. of age permitted at training. All participants must pre-register online.
CODE OF CONDUCT	Read and sign prior to beginning service. <i>Signed acknowledgement form kept on site in personnel file.</i>	Complete new form if employee moves to new parish/school.
DEPARTMENT OF CHILDREN & FAMILY SERVICES' CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM [CANTS FORM] <u>TO BE DONE ANNUALLY</u>	Complete form and submit to site prior to beginning service. <i>Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield by the site.</i>	To be done annually. Application reviewed by DCFS for abuse and neglect offenses.
MANDATED REPORTER TRAINING	Catechists, youth ministers, coaches are encouraged to complete this requirement prior to beginning volunteer service.	Copy of certificate kept on-site in personnel file. Online training available in English. Live training available in English, Spanish, Polish.

(CBC) Criminal Background Check Must be completed online www.eappsdb.com.

If you do not have access to a computer call Sabina at 773-763-1661 to schedule an appointment to use a parish computer. If you have completed the CBC at another parish, St. Monica Parish/School must be added to the account. *Call the Parish or School office for the Access code.

Safe-VIRTUS training -

Register on line www.virtus.org. If you do not have access to a computer, call Sabina at 773-763-1661 to schedule an appointment to use a parish computer. **Monthly batches must be done to remain active.** If you have completed the Virtus training at another parish, St. Monica Parish/School must be added to the account.

Code of Conduct

Please sign and return original form to either the School or Parish Office.

(CANTS) Child Abuse Neglect Tracking System - To be done annually.

Please sign and return original form to either the School or Parish Office.

Mandated Reporting Training

Live training (call 312-534-5254) or online at <https://www.dcfstraining.org/manrep/index.jsp>. Return signed certificate to the School or Parish Office.

If you have any question, please call the Parish office at 773-763-1661.