Child Protection Policy Compliance Checklist for Volunteers

- **Register for an account on VIRTUS at [WWW.VIRTUS.ORG]**
  Attend Protecting God's Children for Adults no later than 60 days following the assumption of duties. **If access to the Internet is not available, please see the local Child Protection Compliance Coordinator for further assistance with the registration process.**

- **Complete Volunteer Application Form**
  Return completed application to the local Child Protection Compliance Coordinator. A copy will be retained at the parish and/or school and the original will be sent to the Office of Child and Youth Protection.

- **Call your Child Protection Compliance Coordinator at the location where you will be volunteering to set up an appointment for background check.**
  **Note:** The steps above must all be completed and recorded on VIRTUS before a background screening appointment is scheduled.

  - Bring the following documents to background check:
    - Check or Money Order Payable to the Parish, School, or Agency
      - Volunteer or Employee: $13.50
    - Two forms of Valid Identification (State Issued); One Must Be a Photo ID
    - **NOTE:** ADW Employees having substantial contact with children MUST also be fingerprinted. Please provide employee with fingerprint service location information. Inform the employee that the fee is $34.50.

- **Read the Child Protection Policy booklet**
  *Acknowledgement Form* must be signed and returned no later than 30 days following the assumption of duties to the local Child Protection Compliance Coordinator. A copy will be retained at the parish and/or school and the original will be sent to the Office of Child and Youth Protection.

  *Must be signed by the Pastor, Principal, Agency Director or Coordinator.*