



St. Giles Parish and School

Volunteer Requirements

Every person that volunteers in our parish or school must complete the following Archdiocesan compliance requirements. If you have questions, please contact Michele Bibbey at mbibbey@stgilesschool.org (for school families) or Kelly McCreary at kmccreary@stgilesparish.org (for parish families).

Requirement	Process	Complete
1. Register with Virtus Online	<ul style="list-style-type: none"> Log onto Virtus Online Choose Chicago, IL (Archdiocese). Set up your own user ID and password. Choose location St. Giles <u>School</u>, Oak Park (for school families) or St. Giles <u>Parish</u>, Oak Park (for parish families). Choose the role as “volunteer”. 	
2. In Virtus -Criminal Background Screening Online Application	<ul style="list-style-type: none"> Submit criminal background check at Virtus Online. Check your email (from S2Verify) to authorize the background check. Select to receive your report before submitting. The background check must be submitted every 3 years to maintain compliance. 	
3. In Virtus - Archdiocese Standards of Behavior	<ul style="list-style-type: none"> Read and electronically sign through Virtus prior to beginning service . This form must be completed annually to maintain compliance. 	
4. In Virtus - Protecting God’s Children (initial class) or Keeping the Promise Alive (renewal class)	<ul style="list-style-type: none"> This online training must be completed before beginning volunteer service. You will receive monthly bulletins to help you stay up to date on your training and you are required to complete these each month. This training must be completed every 3 years to maintain compliance (renewal class is “Keeping the Promise Alive”). 	
5.. CANTS 689 - Child Abuse and Neglect Tracking System	<ul style="list-style-type: none"> Download form HERE and submit a signed copy to school or parish. The Parish/School will mail a copy to DCFS in Springfield. This form must be completed annually to maintain compliance. 	
6. Mandated Reporter Training	<ul style="list-style-type: none"> Complete this online training HERE before starting service. Email certificate of completion to either school or parish. This training must be completed every 3 years to maintain compliance. 	
7. CANTS 22 - Mandated Reporter Acknowledgement	<ul style="list-style-type: none"> Download form HERE and email a signed copy to either school or parish. This form must be completed every 3 years to maintain compliance. 	
Concussion Protocol (Requirement for all sports coaches)	<ul style="list-style-type: none"> Complete this online training HERE before starting service . Submit certificate of completion to the school office. This form must be completed annually to maintain compliance. 	