

Archdiocese of Chicago

Requirements for volunteers Who work with children

We thank those of you who volunteer with our children. You make a tremendous contribution through your service and enrich the life of our school and parish community. To more adequately ensure the safety of our children, the archdiocese has mandated that each volunteer and each employee who works with or around children fulfill certain requirements. Some of you have completed these, and others are just beginning the process. Please note the following attached forms (these only need to be done once, and we'll check with the parish for those who have already done some parts):

Form/ Action	Due	Turn in to or complete online	Can be found online
7703 (2 pages) Application for Employment or Volunteer Service	Before volunteering with children	Get from school and turn in to School	
Background check	Before volunteering with children	Complete online—directions attached Esta pagina—Se tiene que cumplir en linea en la computadora	www.archchicago.org , left column, scroll down to Protecting Children, select "Background checks"
DCFS release	Before volunteering with children	Turn in to School—will be mailed in from here; copy retained in office	www.archchicago.org , left column, scroll down to Protecting Children, select CANTS
Code of Conduct	Before volunteering with children	Turn in to School—signed form (last page of code) kept in office	www.archchicago.org , left column, scroll down to Protecting Children, select Code of Conduct
Virtus Training	Within 3 months of volunteering	Register online; several area sites and dates listed; make a copy of your certificate of attendance to turn in to school—must be completed within three months of initial employment or volunteer service.	www.archchicago.org , left column, scroll down to Protecting Children, select Virtus Training

Thank you in advance for your compliance which will be necessary to volunteer in any way with children.