

VOLUNTEER SCREENING PROCESS

Virtus Training - To maintain the highest level of safety for our children and our volunteers, St. Rita Parish is continuing to adopt a screening process for all employees and volunteers who have access to our students.

“Virtus” is a Latin word that means, **“valor or moral excellence.”** The Virtus Program assists our Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general.

If you wish to volunteer in our school - chaperone field trips, volunteer for lunch monitor, help during classroom holiday parties, coach a CYO team, volunteer in the library, etc., the following items must be completed in our volunteer screening process: Our screening process includes four areas:

- A signed acknowledgment form must be on file with the parish office that you have read a copy of the **“Policy for the Safety of Children in Matters of Sexual Abuse”** written by the Diocese of Cleveland.
- A signed acknowledgment form must be on file with the parish office that you have read, and will comply with the **“Standards of Conduct for Ministry”** written by the Diocese of Cleveland.
- Virtus Training – Virtus is a three hour training course that must be completed. There is no cost to you. Visit www.Virtus.org to register. Click on “registration” then “view a list of sessions”. Select “Cleveland Diocese” to find a session to attend. Upon completion of the session, send a copy of your certificate to the parish office to verify your attendance.
- To complete your volunteer requirements, in your Virtus account click **TOOLBOX** on the top bar, then choose background check on the sidebar, and fill in the information. The process takes about 10 minutes and is easy to follow. There is a onetime \$25 fee to register with Selection.com. Please print your receipt and submit it at St. Rita's and you will be reimbursed.

If you are new to St. Rita School, and are already VIRTUS trained, please provide a copy of your certification to our School office. You will still need to perform a Criminal Background Check in the TOOLBOX section of your Virtus account.