

## **Virtus Online**

TO: ALL VOLUNTEERS AT ST. MICHAEL THE ARCHANGEL CATHOLIC SCHOOL.

Thank you for your support of our school and our students. Beginning July 1, 2016 the Diocese of Toledo implemented a new online, one-stop program, so that any adult who will be volunteering with children/youth in any capacity can complete all their needed Protecting Youth requirements online.

*To receive a token which will cover the \$25 fee for the online background check- which is one of the three components-please email Juana Newberry ([jnewberry@findlaystmichael.org](mailto:jnewberry@findlaystmichael.org)) before you begin this registration process. Kindly mention your "ROLE" in your email.*

\*\*\*\* **START at [virtusonline.org](http://virtusonline.org)**\*\*\*\*

There you will create a username and password. Click "**FIRST TIME REGISTRANT**" to begin. Fill in your personal information. TOLEDO DIOCESE is your "**Organization**". Choose "**FINDLAY-ST.MICHAEL**" as your primary location. Choose "**VOLUNTEER**" as your role, and then enter the title(s) in the box that best describes how you will be ministering this year, i.e. lunchroom, Discipleship, youth group, classroom helper, retreats, etc. Complete the 3 components of the VIRTUS Program online which remain in force for 5 years:

- (1) *Read and sign on-line the Standards of Behavior and Boundaries for All Priest, Deacons, Religious, Pastoral Ministers, Principals, Teachers, Employees, and Volunteers in the Roman Catholic Diocese of Toledo in America(Standards) and the Guidelines for the Prevention of Abuse of Vulnerable Adults(Guidelines).*
- (2) *Complete Protecting God's Children Online Awareness Session 3.0 & Vulnerable Adults 1.0 Combined (also available in Spanish), which takes about 75 minutes, and you can come and go as you need to. Finish this course until you see your completion certificate. We do not need a copy of that but you may want to keep for your records.*
- (3) *Complete a social security number-based background check through Fastrax. Use a token provided by the parish office to cover the \$25 for the background check.*

**All three components MUST be completed in order to volunteer with children and youth groups.** We want you to know how much we appreciate your dedication, time and commitment in serving St. Michael School.

God's Blessing,

Juana Newberry ([jnewberry@findlaystmichael.org](mailto:jnewberry@findlaystmichael.org))

Virtus Compliance Officer-Findlay St. Michael Parish