

Saint Mary School Compliance - Volunteers

For all new volunteers:

Create a Virtus account - <https://www.virtusonline.org/virtus/>. First you will need to select the Archdiocese of Chicago and then when you are prompted, please make sure you select Saint Mary School – NOT Saint Mary Parish. Once your account is created, you will be prompted to complete the training and the CBC. Remember you are signing up as a volunteer for Saint Mary School - not Saint Mary Parish.

Become a Mandated Reporter - <https://mr.dcfstraining.org/> You will need to complete an online training session in order to become a Mandated Reporter. When you complete the training session you will receive a certificate of completion. You will need to give me a copy of that certificate. You can either give me a hard copy or email it to lgeorgen@stmarybg.org.

Download the ASB. Sign and print the last page and submit a copy to me – again either a hard copy or email lgeorgen@stmarybg.org is acceptable.

Complete the two CANTS forms (CANTS 22 & CANTS 689). I will also need copies of these two forms. They can both be found in your Virtus account. Again, you can either give me hard copies or email them to lgeorgen@stmarybg.org.

Provide two references - all NEW volunteers will need to provide two references. Information for each reference will need to be uploaded into your Virtus account for verification.

For all existing volunteers:

Please log on to your Virtus account and update any documents that need updating. At a minimum the CANTS 689 will need to be updated as well as the ASB. You will be prompted for any additional training that may have expired.

Thank you for taking the time to become compliant - I know that our mutual goal is to keep all of our children safe. Please remember that you need to have all of your paperwork completed prior or volunteering. If you have any questions, please do not hesitate to reach out lgeorgen@stmarybg.org or 847.459.6270.