

# Sacred Heart Catholic School Volunteer Policies

*Alone we can do so little, together we can do so much. ~Helen Keller*

Volunteers are *much needed and so welcomed* at Sacred Heart Catholic School! We are a family that works together to educate our students. However, **BEFORE** you can volunteer, we **MUST** follow the Diocese of Charlotte's Safe Environment Requirements. These requirements are in place solely for the best interest of your child and to give you the peace of mind knowing that all adults who come in contact with your child have met basic safety requirements.



1. Take the Protecting God's Children Class
2. Authorize a Background Check
3. READ the Diocesan Code of Ethics & Misconduct Policy and electronically sign the Acknowledgement of Receipt
4. Up-to-Date monthly VIRTUS Bulletins
5. Complete the Volunteer Profile Form
6. Volunteer Driving Forms (if needed)

Volunteers include, but are not limited to, tutors, classroom helpers, **party helpers**, library/book fair helpers, Christmas store helpers, coaches, grade parents, dance chaperones, field day helpers, PTO officers and committee chairs, **cafeteria duty**, etc. Forms can be found online at [www.salisburycatholicsschool.org](http://www.salisburycatholicsschool.org) or picked up in the school office.

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## Protecting God's Children Class (TAKEN ONLY ONCE)

Mandatory training for volunteers 18 years of age and older, designed to provide education and training pertaining to creating and maintaining a safe environment for children and young people. Go to [www.virtusonline.org](http://www.virtusonline.org) to register and create your username and password. Click on **First-Time Registrant**, select Charlotte, NC Diocese and it will take you through the registration process. You can choose to attend an in-person class or complete the class online.

## Background Check (SUBMITTED EVERY 5 YEARS)

Once you have signed up for a Protecting God's Children (PGC) class and registered for a VIRTUS account, there will be a link to Sterling Volunteers where you will create an account to approve your background check and complete the necessary information to submit your background check. For those who already have a VIRTUS account, you will receive a prompt every 5 years to approve a new background check when you sign in to your VIRTUS account.

## Acknowledgement of Receipt (COMPLETED ONCE)

If not signed electronically during the PGC class, read the *Policy Concerning Ministry-Related Sexual Misconduct by Church Personnel* and the *Code of Ethics Policy* online at [www.charlottediocese.org](http://www.charlottediocese.org). Click on **Safe Environment**, then scroll down to **Safe Environment Policies** and read both policies. Sign and submit an Acknowledgement of Receipt to the school office.

## VIRTUS Bulletins (READ MONTHLY)

In conjunction with the "Protecting God's Children" class, volunteers must complete the monthly online VIRTUS bulletins as an ongoing and current extension of that training. You will receive a monthly bulletin via e-mail that you can easily complete in 5-10 minutes. Go to [www.virtusonline.org](http://www.virtusonline.org), sign in with your User ID and Password and click **Login**, click on the **Training Bulletins** icon; The Training Bulletin Report will list the available bulletins and whether it has been read. If not read, click on the bulletin to bring it up, read it, and answer the question at the end of the article.

## Volunteer Profile Form (COMPLETED EVERY YEAR)

A Volunteer Profile form must be completed in its entirety (including references, their addresses and phone numbers) and submitted to the school office. This needs to be updated every year.

## Volunteer Driver Forms (COMPLETED EVERY YEAR) MUST BE 21 YEARS OF AGE TO DRIVE STUDENTS

A Volunteer Driver Information Form and a Request for Approved Driver Status must be completed and submitted, along with a legible copy of your driver's license to be able to drive for field trips, athletic games, youth rallies, etc. Please read What to do in Case of an Accident and Safe Driving Requirements, and sign stating that you have read both documents. In addition, please watch the Catholic Mutual Group safe driving video (Be Smart, Drive Safe II) at [www.cmgconnect.org](http://www.cmgconnect.org) and sign the acknowledgement form stating that you have watched the video and agree to comply with the information contained therein.