

For Volunteers in the Diocese of Rockville Centre

A person wishing to volunteer in any parish or organization in the Diocese of Rockville Centre must first complete three requirements:

1. Attend Protecting God's Children (Virtus)
2. Sign the Codes of Conduct
3. Complete a background screening application.

(Background screening is conducted on all volunteers and employees every 5 years.)

Directions to Complete the 3 Requirements:

1. Sign up to attend a Protecting God's Children class: www.Virtus.org

When you log on to the Virtus website, you will create a Virtus account.

- a. If you have not attended a Virtus class, you are a first time registrant.
- b. The first screen will ask the name of your organization-from the drop down list select Rockville Centre-Safe Environment.
- c. Follow all directions on the next screens.
- d. One screen will have the **Codes of Conduct**. Please acknowledge the Codes of Conduct.
- e. Continue with the registration process and select the class you will attend.
- f. After selecting the class, you will be instructed to complete the background screening application.

2. Background Screening Application:

- a. Sterling Volunteers is the company providing the background screening.
- b. Follow all the directions to complete the background screening application. **DO NOT STOP ONCE YOU BEGIN THE APPLICATION!** If you stop-you are locked out of the process due to security procedures.
- c. You will need to provide your Social Security #; if you do not provide a Social Security # you will be charged a fee.
- d. After completing the application, hit the 'Submit Button'

Congratulations! You have now:

Registered to attend a Virtus class ~ signed the Codes of Conduct ~
Completed the Background Screening.