

ATTENTION ALL VOLUNTEERS

Every employee and volunteer of any parish or organization within the Diocese of Rockville Centre must have a background check performed and attend a VIRTUS training session. If you are going to volunteer at Holy Family in any capacity (Religious Education, School, CYO, Festival, or any of our parish ministries), attendance at a VIRTUS session, a background screening and a signed code of conduct form is **mandatory**. *You only need to attend a VIRTUS session once at the beginning of your volunteer service and thereafter volunteers will have an updated background screening every 5 years.*

If you are a new volunteer, you will need register online for a VIRTUS session. Pre-registration is required – no walk-ins allowed. You may take a session offered at Holy Family (if scheduled) or at any parish that has available space.

To register:

1. Visit www.virtusonline.org to create an account – please select *Rockville Centre- Safe Environment* as your organization from the pull down menu.
2. Follow directions on the screens
3. Please acknowledge on the Code of Conduct screen
4. Select the session you wish to attend
5. Complete the background screening application (provided by a separate company - *Sterling Volunteers*). Follow all directions. **Do not stop once you begin the application** otherwise you will be locked out due to security procedures.

If you do not have computer access, or have any questions, please call Suzanne McCartney at (516) 938-3846 Ext. 302 and she will help you register.

Active Volunteers: If you are active in a parish ministry, have already attended VIRTUS and have been background screened you may be at – or beyond- the 5 year rescreening requirement. If this is the case, you will receive an email from ***Sterling Volunteers*** asking you to complete the background screening application on-line. You may access the background screening application by following the prompt in the email or logging into your VIRTUS account. ***Please be aware-this is not a scam nor has your e-mail been hacked.*** The diocese's Office of Protection for Children and Youth has been working with your parish to update the Safe Environment records and noted it is time for you to be rescreened. You may also be prompted to electronically resign the Code of Conduct when you log into your VIRTUS account.

All volunteers: please remember to keep your usernames and passwords somewhere safe – you will need them for future log-ins to your account. All volunteers must have an active email address on file. If you change your email, you must update your accounts to allow for continued contact. Volunteers who work with children must read the monthly bulletins provided by VIRTUS. You may opt in for an email reminder so you can stay up to date.