Volunteer signups are listed on our website at https://stmcatholicschool.org/volunteer-calendar.

There is a calendar at the top and drop-down lists by type of event at the bottom. Both contain the same tasks. The calendar is helpful if you prefer to look for openings on a day you're available and the dropdowns are easier if you prefer to see openings by event.

To Sign up for a task:

Step 1:

*Calendar view: Click on the name of the job. The job will open. Shifts that are completely full will have (full) listed after the job name.

Or

*List view: Choose a dropdown menu. Scroll through the list to a job you like. Anything that has "sign up" in blue before the date and time still has openings.

VOLUNTEER CALENDAR



Special Events - Parade, Fair Hair, Grandparents Day, Catholic Schools Raffle

Step 2:

Click the blue "sign up" next to the shift you'd like.

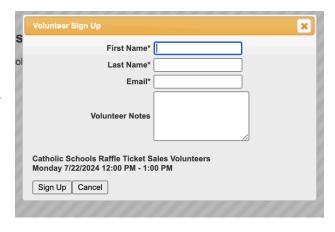
Catholic Schools Raffle Ticket Sales Volunteers



Step 3:

Fill in the Volunteer Sign Up pop-up box and click "Sign Up" at the bottom.

PLEASE sign up each person individually using their first & last name and the email address at which they currently receive school communications. The system matches sign ups to your account using that information. Please do not sign up combinations of names (ie listing first name as "Joseph or Mary") on one sign up or use your email address when signing up a spouse as it will create a new user and you will not receive confirmation emails. Sign ups are only for adults or high school age or older



students, please do not sign up Middle Level students for these shifts. Thank you.

A **thank you** message will pop up and you will receive an automated email confirming your signup. However, your signup is not complete until school staff verifies that you are in compliance with the Archdiocesan mandated volunteer requirements (Virtus). You must have a current Background Check, Online Training and a signed Code of Conduct. Please check your status at <u>virtusonline.org</u>. If you don't have a Virtus account, you can find instructions for setup on our website at https://stmcatholicschool.org/volunteer-virtus-e3.

Questions?

Volunteer sign ups: Contact Danise Dembouski, <u>ddembouski@stmcatholicschool.org</u>, 763-497-3887 x406 **Virtus:** Contact Keri Schoen, <u>kschoen@stmcatholicschool.org</u>, 763-497-3887