

October 4, 2011

Dear Volunteers

Once again we would like to thank you very much for all the time you give to make our school a better place. It is your hard work that makes St. Catherine's a special place. That being said, the Archdiocese of Chicago is requiring us to update our volunteer records. Each person that volunteers in a school must be compliant with the safety criteria set forth by the Archdiocese. There are five components that must be completed by all volunteers.

1. Criminal Background Check – This is an online application. The password is protection.
2. Virtus Training – This is a class you must attend. It is held at various locations. **We will be holding a Virtus class at St. Catherine's on Tuesday, October 25, 2011 at 7:00 pm in the Library. You must e-mail me to reserve you space at this class – there is limited seating. [dgreif@sclschool.com](mailto:dgreif@sclschool.com)**
3. Signed Code of Conduct Form
4. Signed CANTS form ***(This must be signed yearly)***
5. Mandated Reporter Training – This is an online training. You must print the Certificate of Completion

All information can be printed from the SCL website ([www.sclschool.com](http://www.sclschool.com)). Click on the About SCL tab and then click on Protecting God's Children. If you would prefer paper copies sent home please complete the back of this sheet and return it to school.

We ask that you complete the criminal background check first. This is the component that puts your name in the database so all other aspects can be updated. Our goal to be 100% compliant is Friday, October 28, 2011. Your cooperation in meeting the mandated safety criteria is greatly appreciated. **Please return all information to the school office in an envelope marked – Diane Greif – by Friday, October 28, 2011 or sooner.** If you are feel you have completed all components – CONGRATULATIONS! Please remember to sign and return the CANTS form as this is a yearly requirement.

Thank you,

Diane Greif

Family Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please send me a packet with all the Volunteer safety requirements.

I would like to come to SCL to complete the background check, Virtus training registration, and Mandated Reporter training. Please allow 1-2 hours to complete all of these items.

\_\_\_\_\_ Thursday, October 6<sup>th</sup> 10:15 am

\_\_\_\_\_ Wednesday, October 19<sup>th</sup> 2:30 - 7:00 pm