



## We LOVE Volunteers!

If you are already a volunteer, thank you!!

If not, please complete the Safe Environment requirements listed below.

In general, all volunteers for St. Francis Xavier Catholic Schools are required to:

- 1.) Complete an on-line application that authorizes a background check through the Diocese of Green Bay
- 2.) Complete an Adult Awareness Training session - VIRTUS
- 3.) Sign an Agreement Form in which you agree to follow and adhere to the *Diocesan Code of Pastoral Conduct for Volunteers* and submit the signed form annually

These items must be completed before you can volunteer. We need all of our volunteers to be well-trained resources for our children and we want you as parents to know that your children are our top priority! Even if you don't intend to volunteer, consider participating in this free program in order to better understand the expectations we place on all our staff and volunteers.

More information on the Safe Environment program sponsored by the Catholic Diocese of Green Bay can be found at: [www.gbdioc.org](http://www.gbdioc.org). Scroll over "Protecting Our Children".

Please see reverse side for instructions. If you have any questions, please let me know.

Thank you!

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## Safe Environment-Protecting God's Children Adult Awareness

Protecting God's Children Adult Awareness (VIRTUS) training and eApps Background Check process is required for all St. Francis Xavier volunteers. All volunteers are required to:

### 1.) Complete an eApps application (Criminal History/Background Check & Reference Check)

1. Log onto [www.gbdioc.org](http://www.gbdioc.org).
2. Scroll over "Protecting Our Children" on the top of the page and click on "background checks"
3. Under the question "How do I complete a background check?" you will click on the blue link "eAppsDB"
4. Please follow the directions on the page to create a new user ID and Password if you don't already have one. This will bring you to the "New User Registration Page." Your primary parish/school/agency is **Appleton: St. Francis Xavier Catholic Schools-Volunteer**.
5. Use access code: **gbdioc04 (zero 4)**
6. Check the **volunteer circle** and fill out the requested registration information and click the "submit registration" button.
7. You will receive a screen indication registration has been successful.
8. Please write down your User ID and password
9. Click to continue the application
10. Complete all the forms marked with a red "X"
11. When all forms have been completed hit the "Submit Application" button.

### 2.) Complete the VIRTUS Protecting God's Children Adult Awareness Training

Several sessions are offered throughout the diocese at various dates and times

1. Go to [www.virtus.org](http://www.virtus.org)
2. Click on Registration on the left
3. Select Green Bay, WI (Diocese)
4. Create a new User ID and Password
5. Follow the directions on the screen
6. Hit Complete Registration

### 3.) Sign Diocesan Code of Pastoral Conduct for Volunteers

1. Returned signed form to any Xavier School location.