



We LOVE Volunteers!

If you're already a volunteer, thank you!! If not, please join in on the fun by getting our Safe Environment requirements checked off of your to-do list.

All volunteers and coaches of the St. Francis Xavier Catholic School System are required to:

- 1.) Complete an on-line application that authorizes a background check through the Diocese of Green Bay. This includes a requirement to provide 3 references (Please include: name, relationship, **phone**, **email**, and mailing address)
- 2.) Complete an Adult Awareness Training session (available in class or online)
- 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

These items must be completed before you are approved to 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, coaches, and volunteers.

More information on the Safe Environment program sponsored by the Catholic Diocese of Green Bay can be found at: www.gbdioc.org Roll over "Protecting Our Children".

Please see reverse side for instructions. If you have any questions, please contact Toni Schmidt tschmidt@xaviercatholicschools.org or 920-735-9380 ext. 5229

THANK YOU!!!

To complete an eApps application (Criminal History/Background Check/Reference Check) through the Diocese of Green Bay website

1. Log onto www.gbdioc.org.
2. Roll 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 and complete all the forms marked with a red "X"
10. When all forms have been completed hit the "**Submit Application**" button.

To complete the VIRTUS Protecting God's Children Adult Awareness Training – Available in two formats: VIRTUS Online or VIRTUS Classroom Training

To Select VIRTUS Online Training

1. Go to www.gbdioc.org
2. Click on **Protecting Our Children** at the top
3. Click on VIRTUS Training
4. Click **Learn how** under "Take your safe environment training online through VIRTUS. Click below and follow the instructions."

To Select VIRTUS Classroom Training

1. Go to 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. Click **Complete Registration**

Thank you! If you have any questions or concerns, please let us know.

Toni Schmidt

Administration Coordinator

Safe Environment Coordinator for Volunteers

920-735-9380 ext. 5229 or tschmidt@xaviercatholicschools.org