

Important Information for Adult Volunteers

Monsignor Slade Catholic School and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and archdiocesan Catholic schools use *VIRTUS* a compliance management system that allows all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

Monsignor Slade Catholic School is required to comply with the Archdiocesan Children and Youth Training Program which requires all volunteers ages 14 and over who have contact with children to complete the following prior to being allowed to volunteer:

- **Register as a MSCS volunteer at www.virtusonline.org**
 1. Select *First-Time Registrant*
 2. Select *Begin the Registration Process*
 3. Choose "Baltimore (Archdiocese)" from the pull-down menu. Click *Select*
 4. Create your own User-ID and password. Click *Continue*.
 5. Application Information: Complete all required fields
 6. Select Primary Location from pull-down menu. Click *Continue*
 7. You will be asked, "Do you work or volunteer in another location?" If you will be serving at another location(s), select additional location(s).
 8. Select the role by clicking on "Volunteer With Substantial Contact with Children" for your volunteer service at Monsignor Slade. Click all roles that apply to additional service within the Archdiocese of Baltimore.
 9. Describe your role such as parent volunteer, coach, etc. Click *Continue*.
 10. Answer next 2 questions. NOTE: Monsignor Slade **does not** have volunteers drive as part of any position. Click *Continue*.
 11. Answer next 3 questions. Click *Continue*.
 12. You will be asked to view the Archdiocese of Baltimore's child and youth protection policies: *A Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore*. You will be asked to answer questions about the policies.
 13. Click box stating, "I hereby represent that I have downloaded, read, and understand this document."
 14. Provide electronic signature and date. Click *Continue*.
 15. Answer next 10 questions.
 16. Enter information for 3 references, one personal, one family, and one professional. Include for each a mailing address, phone number, email address, how long you have known the person and your relationship to the person. NOTE: If you include email addresses, the reference check will be sent via email. Otherwise, it will be sent via USPS.
 17. Select training session you wish to complete. Click *Complete Registration*.
 18. Complete ESR Background Check. Once you close the ESRCheck Screen, you will be taken automatically to the online training course.
 19. Click on the green circle to begin the online training course.

Once the online process has been completed and all of the references checks have been returned from the references, you will receive notification of completion and you may begin to volunteer.

If you have any questions, please contact Kathie Sullivan, Support Programs Coordinator, at 410-766-7130 ext. 104 or email k.sullivan@mssladeschool.com.