



St. Pius X High School

Dear Volunteer,

Thank you very much for your willingness to share your time and talent with the children at St. Pius X High School. The Diocese of Kansas City-St. Joseph and St. Pius X requires all volunteers who will be in contact with children three or more times in any given calendar year or who will be supervising minors or vulnerable adults to complete the volunteer screening process which includes completion of all three steps listed below:

1. You must attend the *Virtus Protecting God's Children Workshop* (within 60 days of beginning service)
2. You must read and acknowledge the Diocese Code of Ethics—Ethics and Integrity in Ministry (EIM)
3. You must have consented to a background screening (service contingent upon screening results)

Virtus' Protecting God's Children for Adults Workshop: You must pre-register online for this workshop. You can pre-register for a class in one of two ways:

1. Workshop dates are listed under the Protecting Children tab on the diocesan website: http://www.diocesekcsj.org/content/protecting_children/workshop_dates/ and you can register by clicking "click here to register".
2. OR - access the Virtus site directly: www.virtusonline.org and click 'Registration'. During the registration you'll see the most current listing of classes available.

Ethics and Integrity in Ministry (EIM)

If you have NOT previously attended the *Protecting God's Children for Adults* workshop: During the Virtus registration process, you will be directed to the EIM. Once you have read and acknowledged the EIM, this completes your second requirement. Completion of this requirement will be documented in your online Virtus account.

If you have previously attended the *Protecting God's Children for Adults* workshop: You already have a Virtus account and *do not* need to register for a new one in order to complete the EIM. Simply log in to your Virtus account and click on the tab "My Toolbox". You will see the link to complete the Ethics & Integrity in Ministry and successful completion will be documented in your Virtus account.

If you forgot your password, you can click the link: "Forgot your password? Click here" on the Virtus site. Please see your parish or school Safe Environment Coordinator (SEC) if you experience difficulties with your signon. Also note, if you plan to have minors (youth under the age of 18) helping volunteer (under supervision) in your program, they should also register on Virtus, in order to complete the Minor Volunteer Code of Ethics. They will not register for the *Protecting God's Children Workshop* or consent to a background screening.

Background screening

Finally, please complete the attached Background Screening Form (Investigative Consumer Report Disclosure and Consent Form). Once you have read and signed this form, it should be turned into the (Parish or School name here)Office. All screening results are held in confidence.

Thank you for helping to place the protection of children as a top priority. Please call with any questions.