

Thank you for your interest in volunteering at Saint Leo the Great School! The Diocese of Trenton requires all volunteers to complete the requirements of Child Protection which include:

- Criminal Background Check via fingerprint scan at IdentGO
 - Must be renewed every 4th year
- Attend VIRTUS training – either in person or online
 - Must re-certify training every 4th year
- Sign a Code of Conduct – found on school website
- Complete a Volunteer Application – found on school website
- Diocesan issued Safe Environment card must be worn at any event that you are scheduled to volunteer for.

If you are a new family or have not previously started the process of compliance to volunteer, please see the instructions (Diocese of Trenton – VIRTUS Registration) located on the school website on how to create a VIRTUS account. **Every volunteer MUST have a VIRTUS account!**

www.virtusonline.org

Your VIRTUS account indicates what needs to be done by the color of the tiles on the HOME page. If a tile is red, then you must click on it to accomplish a task.

If you already have a VIRTUS account and you are stuck somewhere in the process – we are here to help!

The Contributor Case Number that should be used by all Saint Leo the Great School volunteers when scheduling their fingerprinting appointment is TRE009. This is required for all IdentGO appointments when scheduling. Please see the instructions (Diocese of Trenton – How Do I Schedule My Fingerprint Appointment) located on the school website. Just a note - make sure you complete all of the screens to schedule your fingerprinting appointment. (Have your calendar handy so you can choose a date!) If you stop in the middle of the process, you will get locked out and we will need to request that the Diocese re-set your account.

IMPORTANT - Please forward us the email confirmation that you will receive from IdentGO once you schedule your fingerprinting appointment. There is a UE ID listed there that we need to track the progress of your clearance with the NJ State Police.

Once your clearance has been completed and the Diocese of Trenton Office of Child and Youth Protection has verified your VIRTUS training, the Diocese will create and mail your Safe Environment Card to Saint Leo the Great School. We will put the card in a SLG Volunteer lanyard and send it home with your child. If you misplace your Diocesan ID card, you will need to request a new one.

You are not permitted to volunteer at any event until you have received your Diocesan ID card. You MUST wear your SLG Volunteer lanyard and display your Diocesan ID card whenever you are volunteering.

Please call or email Mrs. Francesca Gick if you have questions. Thank you again for being a volunteer!!

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