

Saint Bernadette Catholic Academy

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Mandate by the Archdiocese of Chicago

Date: October 2011

To: All persons chaperoning/supervising/volunteering

RETURN ALL FORMS TO THE SCHOOL OFFICE

➤ Must complete and return the following forms to school:

- Application for Employment/Volunteer Service (Form 7703)
- Authorization Child Abuse & Neglect Tracking System (CANTS) Form
- Code of Conduct Form

➤ Must complete a background check online. See instructions and passwords on attached sheet. If you have already done this please indicate below. If you have not done so, please complete as soon as possible and indicate below.

- I have **previously** completed an online background check for St. Bernadette Catholic Academy.
Date of completion _____.
- I have **just completed** the online background check for St. Bernadette Catholic Academy.
Date of completion _____.
- I have already completed a background check for a **different** Archdiocesan school.
Name of school is _____.

➤ Must attend a *Virtus* training session within the next 3 months.

- Log on to www.archchicago.org
- On the left side of the page scroll down to the section labeled “Protecting Children.”
- Pull down to *Virtus Training*. There will be a list of up coming training sites listed. Click the “*Start Registration*” button to get registered. Send in certificate when training is completed.

I am registered for Virtus Training:

Date _____

Name of School _____

I already attended Virtus Training:

Date _____

Name of School _____

Name: _____ **Date:** _____

Please see Mrs. Jane Collins if you have any questions