

# Volunteer Application Packet Directions

1. Fill out the **Volunteer Information Sheet**. Your team member will complete the reverse side, but don't forget to SIGN the front and back.
2. Fill out the **Volunteer Screening and Consent/Disclosure Form**. This is required so a background check may be done and will be shredded as soon as that is done. (This form is NOT kept on file.)
3. Read, sign and date the **Code of Conduct** form after you review the booklet from the Diocese regarding Code of Conduct. Additional information about the Diocesan policy for Child Protection is available at their website ([drvc@org](mailto:drvc@org)) or you may obtain a copy from our Business Office.
4. The Diocese requires **VIRTUS** training for all volunteers. You must sign up for VIRTUS online and instructions are included to assist you. When you attend a VIRTUS session, you will receive a proof of attendance certificate.

**SUBMIT THE THREE SIGNED, DATED FORMS AND YOUR PROOF OF VIRTUS ATTENDANCE TO THE PARISH.** You may leave them at the reception desk for your team member.

**YOU CAN BEGIN TO VOLUNTEER** when all the above steps have been completed. A member of the pastoral team will contact you when this occurs.

Thank you for your cooperation as we all work together for a safe environment for our parish community.

Fr. Frank Schneider  
PASTOR