



Attn: _____

*Please remember, there are **3 documents required** by the Diocese of Joliet to be on file in the school office for you to be eligible to volunteer in *any* capacity. These requirements are:

- 1.) **Virtus Certificate: Protecting God’s Children Workshop** -this shows that you have attended the diocesan required workshop. The available classes can be found at www.dioceseofjoliet.org.
- 2.) **Volunteer Release form** –complete, sign and return to provide us with your information and permission to complete a background check. (These expire every 5 years)
- 3.) **Acknowledgement Form** –This form acknowledge that we have provided you with the Diocesan Policy Regarding Sexual Abuse of Minors for 2013 and the Standards of Behavior for Those Working With Minors which can be found at www.dioceseofjoliet.org.

Note: an **X** indicates that I have this information on file for you. Please complete and submit any missing documents to be eligible to volunteer. Please contact Mrs. Guthrie with any questions.

- _____ 1.)**Virtus Certificate:** Protecting God’s Children Workshop
- _____ 2.)**Volunteer Release Form** for a background check (expiration date : _____)
- _____ 3.)**Acknowledgment Form**

You are eligible to serve as a volunteer at St. James the Apostle School.

You are NOT eligible to volunteer at this time.

As of: _____ By: _____

INSTRUCTIONS AND EXPLANATION:

The required forms and further explanation can be found at:

www.dioceseofjoliet.org.

*Click on the **Catholic Schools Home** section toward the middle of the page.

*Then choose **“Protecting Children”** in the left hand margin

*Then choose **Diocese of Joliet Office of Child and Youth Protection** at the bottom of the page.

*Choose the link to either see the **Volunteer forms** required or to register for **VIRTUS-Protecting Gods Children** Workshop