

PROTECTING GOD'S CHILDREN AND BACKGROUND CHECKS

The Archdiocese of Detroit (AOD) Safe Environments office and the U.S. Conference of Catholic Bishops (USCCB) Dallas Charter work together to ensure the safety of our children, youth, and vulnerable individuals. At Orchard Lake St. Mary's (OLSM), we share this commitment to safeguarding our students – your sons and daughters.

To maintain compliance with AOD Safe Environment policies, all parents who wish to volunteer at OLSM are required to complete the following steps through the VIRTUS Online system (www.virtus.org).

1. Create your Virtus Account

If you have not already done so, please create a VIRTUS account as an OLSM parent volunteer at www.virtus.org. You'll find dates and times for both online webinars and local in-person Protecting God's Children (PGC) workshops listed here.

2. Complete Protecting God's Children (PGC) Training

- Individuals who completed PGC training before August 15, 2022 must now complete a re-certification course.
- The re-certification is self-paced – you may pause, save and resume as needed
- The course takes approximately two hours to complete and will be required every three years thereafter.
- New employees and volunteers must attend a “live” PGC workshop (available both in-person and via Zoom). Instructions attached.
- The initial “live” training takes about three hours to complete.
- There is no cost to attend the workshop but you must pre-register.

3. Complete a Background Check Form (attached).

- A background check must be completed every two years by the school or parish where you volunteer.
- Please turn in completed background check form to Lynda Kosco in the Prep office or scan and email it to lkosco@stmarysprep.com.
- Please make sure you indicate in your Virtus account that you will be volunteering at St. Mary's Preparatory so we can post the date that your background check was processed.

**The school is the sole custodian of all background check records, which are maintained in strict confidence. These records are never shared with the Moms and Dads Club at any time.*

Once all requirements are completed, you will be fully authorized to create a My Impact page and volunteer at OLSM. Thank you for your continued cooperation and dedication to protecting all of God's children.



Registration Instructions

- ⇒ Log on to the [VIRTUS website](#)
- ⇒ Select the **FIRST-TIME REGISTRANT** link
Begin the registration process.
From the drop down list of organizations, select **Detroit, MI (Archdiocese)**
- ⇒ Create a user account
(For user name, we suggest using your first name and last name without spaces or an email address. User name and password are case sensitive—lower case is recommended.)
- ⇒ Enter your personal information
- ⇒ Select your primary location
Select the parish or school where you work or volunteer—do not select the training site, unless it is where you work or volunteer. If affiliated with more than one location, continue and select all locations that apply.
- ⇒ Title or Function:
Enter your title or what you do for the diocese
- ⇒ Select Training Session:
Training: *Select the session you would like to attend and click continue to complete registration process.*

Please Note: *You do not need to register for an account for recertification. Please work with you parish/school administrator to obtain access to your account.*

Archdiocesan Volunteer Criminal Background Check Authorization Form

Entity Name: St. Mary's Preparatory

As a religious organization, the safety of children, vulnerable adults, employees, independent contractors, volunteers, parishioners, and the people we serve is paramount. Therefore, criminal history background checks must be conducted on all Archdiocese of Detroit Central Services, parish, and school employees, contractors, and volunteers.

Please complete this form and return it to the designated administrator for criminal background checks at the above-named entity.

| | | | |
|---|---------------|----------------------------|----------|
| First, Middle, Last Name | Date of Birth | Years residing in Michigan | |
| Other names known by | | | |
| Address | City | State | Zip Code |
| Home Phone | Cell phone | | |
| Email address | Race | | |
| Male <input type="checkbox"/> Female <input type="checkbox"/> | | | |
| Position sought Parent Volunteer | | | |

Under the federal Fair Credit Reporting Act, I hereby authorize the above-named entity, the Archdiocese of Detroit, and its designated agents and representatives to conduct a review of my background through the State of Michigan ICHAT to be generated for volunteer activities within the Archdiocese of Detroit parishes and schools. I understand that the scope of this background check may include the following areas: criminal history, including records from any criminal justice agency in any or all federal, state, or county jurisdictions; motor vehicle records, including traffic citations and registration; and any other public records.

I, _____, authorize the complete release of these records to the Archdiocese of Detroit and its designated agents with any information in their possession regarding me in connection with my intent to volunteer in a parish and/or school in the Archdiocese of Detroit. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based on the consumer report, I will be provided with a copy of the report and a summary of the consumer's rights.

Signature

Date

MY IMPACT PAGE FOR VOLUNTEERS

OLSM uses a website and app called My Impact by Better Impact Inc. to schedule volunteers and record volunteer hours. Every person who volunteers at OLSM must create his/her own My Impact page.

When creating a My Impact page, please make sure that you create it from the Moms and Dads Club website, www.mndclub.com, so you are connected to St. Mary's Preparatory. Please do not go to MyImpactPage.com or the My Impact app to create it. A lot of different organizations use My Impact. You can download the My Impact app from your cell phone's app store **AFTER** you create your page from the Moms & Dads Club's website.

To create your My Impact page go to the Moms & Dads Club website, www.mndclub.com, scroll down to the bottom of the page and click on the **Volunteer Opportunity Site** button.

On the lefthand side of the screen, fill out the application where it says "I am new to MyImpactPage.com".

Please fill out all the items that are flagged on the Application Form and then click the Save and Continue button at the bottom of the page.

Answer Yes or No to the two qualification questions: 1) Parent/Non-Student 18 or older = Yes and 2) TAM Certification = No unless you took a Techniques of Alcohol Management class within the past 4 years. TAM cards are valid for four years from the date of issuance.

Answer the following information under Additional Info: 1) Relationship to Student from the dropdown menu, 2) First Student Name (and second and third if applicable) and 3) First Student Graduation Year (and second and third if applicable).

Click the Submit Application button at the bottom of the page. Your application is complete!

You may now download the My Impact app from your cell phone's app store. The My Impact app is free and the most convenient way to sign up for volunteer opportunities and check your volunteer hours.

Each family is required to volunteer 20 hours during the school year (5 hours at the Auction and 15 hours at various events on campus).

We appreciate your efforts to make all our events on campus a success.