Diocese of Winona-Rochester

NEW ==VOLUNTEER== SAFE ENVIRONMENT CHECKLIST

==VOLUNTEER'S NAME==: _____

Active Date: _____

☐   **BACKGROUND CHECK**

> ➤ S2Verify Consent Form (must be signed before the check can be run).
> ➤ Run background check through S2Verify. Should be run before volunteering.
>> 1. Date run: _____
>> 2. Re-run date: _____ Re-run every five-years; <u>must sign a new consent form.</u>

☐   **VIRTUS ONLINE TRAINING & RECERTIFICATON**

> ➤ Complete VIRTUS Online training "**Protecting God's Children® Online Awareness Session 4.0**" offered in English and Spanish (recertify every 5-years).
>> 1. Training date: _____
>> 2. Recertification date: _____ (every five-years; online recertification training will be assigned automatically by VIRTUS).
> ➤ Assign VIRTUS Monthly training bulletins. If this person is in charge of a group, i.e. Director of Faith Formation, Volunteer Coordinator, etc.

☐   **DIOCESE OF WINONA-ROCHESTER CODE OF CONDUCT**

> ➤ Give the Diocese of Winona-Rochester Volunteer Code of Conduct. Have them sign and place in volunteer file. For all new volunteers this is now part of the VIRTUS 'New Registration' process. Their profile is populated with this information through the registration process so a paper form is no longer necessary to maintain.