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; must sign a new consent form.

**VIRTUS® LIVE TRAINING & RECERTIFICATON**

* Must attend a live 2 hour VIRTUS training before being with children.
  1. Training date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Recertification date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (every five-years; online recertification training will be assigned).
* 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.