ADULT VOLUNTEER COMPLIANCE CHECKLIST

Child Protection Liaison: **Diana Neri**

Liaison Email: virtus@allsaintsva.org

Liaison Contact Number: (703) 881- 6914

Volunteer Position Title: Volunteer (general)

Volunteers use this checklist to avoid delays in volunteering. Use your full legal name throughout the entire process. If you have any questions, contact your Liaison.
The following sections are to be completed to volunteer at your parish or school and in the order presented.

1. ONLINE BACKGROUND CHECK APPLICATION

- ☐ New Volunteers who will be working with children, chaperoning, or overseeing youth will need to complete the background check application.
- ☐ The Child Protection Liaison will provide the volunteer with the Volunteer *Online Background Check Instruction Guide*, review thoroughly.
- ☐ It is recommended that the background check application be completed on a laptop or desktop.
- ☐ The estimated time to complete the background check application is about 20-30 minutes.
- ☐ If you receive an error message when creating your account that states: "You Social Security Number is already in Use", this means you have previously filled out background check forms for the Diocese in the past. You will need to reactivate your compliance account. Notify your Child Protection Liaison for further instruction on retaining your User ID.

2. DOCUSIGN-ELECTRONICALLY SIGN FORMS

- ☐ Documents are bundled into an electronic envelope using DocuSign. You will receive an email notification to your specified email address. If you notice an error or missing information, "decline" your forms. After declining your forms, you may log back into your background check application and update your information. A new DocuSign email will be sent to you for your review and signature.

  DocuSign Forms to Review & Sign Electronically
  - CPS Central Registry Form: This form **cannot** be signed electronically. Once the Liaison approves your DocuSign forms, it may be printed by the volunteer (if no errors) or by your liaison. Completed CPS forms should be returned to the Liaison.
  - Criminal Background Check Authorization Waiver- sign electronically
  - Questionnaire-sign electronically
  - Acknowledgement of the Policy- sign electronically
  - Acknowledgement of the Code of Conduct-sign electronically
- ☐ After you have submitted your signed forms electronically, your Liaison will review and approve/decline forms.

3. VIRTUS TRAINING FOR ADULTS: 45-DAY GRACE PERIOD

- ☐ Individuals must complete the background application first, before registering for Training. Once you receive an email confirmation that your background check is approved there will be a link to register for a session in the email.