

## How to Volunteer at St. Dominic

1. Go to [www.virtus.org](http://www.virtus.org) and create an account. You will need to create a user name and password.
  - a. Fill in all the information
  - b. You will pick St. Dominic as the site you want to volunteer for. (Be sure and click the “save” button after you do this. It is at the bottom of the box.)
  - c. Pick a training session from the ones listed.
  - d. Go to the session you picked. Please arrive at least 15 minutes early to sign in, etc.
  - e. After the session your name will appear in our list that I can access.
2. Background Check:
  - a. If you are volunteering for the school, you may request that the PTO cover the \$25 cost of the background check. Similarly, if you are volunteering primarily for the Athletic Association, you may ask this organization to cover this cost. Covering the background check cost is up to the PTO/Athletic Association.
  - b. If the PTO/Athletic Assn. agrees to cover this cost, the Coordinator(s) will provide you with a “token number” to enter online as part of your Background check request via the VIRTUS site. Otherwise you will have to enter your credit/debit card info.
  - c. Go to [virtus.org](http://virtus.org) and sign in to your account.
  - d. Click on the “Toolbox” tab at the top.
  - e. Click on the selection.com background check tab on the left.
  - f. Fill in all the information but SKIP all the parts about paying with a credit card if you have received a token number.
  - g. When it asks for the token number, fill in the one you receive from the PTO/Athletic Assn. contacts.
3. That is all. You are now finished!

Questions – contact me at 471-7741 x481

Theresa Eagan  
Pastoral Associate - St. Dominic Parish  
Secure Environment Coordinator