

## We LOVE Volunteers!



Please put your name in the hat now by getting our Safe Environment requirements checked off your list.

In general, all volunteers for St. Francis Xavier Catholic Schools are required to:

- 1.) Complete an on-line application that also authorizes a background check
- 2.) Complete an Adult Awareness Training session (VIRTUS<sup>®</sup>)
- 3.) Sign an Agreement Form in which you agree to follow and adhere to the *Diocesan Code of Pastoral Conduct for Volunteers* and submit the signed form

The detail related to each of these expectations is below. These items must be completed. We need all of our volunteers to be well-trained resources for our children and we want you as parents to know that your children are our top priority! Even if you don't intend to volunteer, consider participating in this free program in order to better understand the expectations we place on all our staff and volunteers.

More information on the Safe Environment program sponsored by the Catholic Diocese of Green Bay can be found at: [www.gbdioc.org](http://www.gbdioc.org). Roll over "Protecting Children". If you have questions, please feel free to contact Christine Mazierin human resources at [cmazier@xaviercatholicschools.org](mailto:cmazier@xaviercatholicschools.org), or 735-9380 ext 5213.

THANK YOU!!!

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### 1.) Complete an eApps application (Criminal History/Background Check & Reference Check)

1. Click on the following link: [New User Registration](https://www.eappsdb.com/Registration.asp) (https://www.eappsdb.com/Registration.asp)
2. Your primary parish/school/agency is **Appleton: St. Francis Xavier Catholic Schools-Volunteer**.
3. Use access code: **gbdioc04 (zero 4)**
4. Check the **volunteer circle**.
5. Fill out the requested registration information and click the "**Submit Registration**" button.
6. You will receive a screen indication that the registration has been successful.
7. Please write down your User ID and password for future reference.
8. Click to continue the application.
9. Complete all the forms marked with a red "X".
10. When all forms have been completed click the "**Submit Application**" button.

### 2.) Complete the VIRTUS<sup>®</sup> Protecting God's Children Adult Awareness Training

Several sessions are offered throughout the diocese at various dates and times

1. Click on the following link: [VIRTUS<sup>®</sup>](#)
2. Click on "**Registration**" on the left and begin the registration process.
3. Select **Green Bay, WI (Diocese)**.
4. Create a new User ID and Password. Please write these down for future reference.
5. Your primary location is **St. Francis Xavier Catholic Schools System Inc (Appleton)**.
6. Respond to the questions on each screen.
7. Click "**Complete Registration**".

### **3.) Review and accept the Diocesan Code of Pastoral Conduct for Volunteers**

1. Click on the following link: [Diocesan Code of Pastoral Conduct for Volunteers](#)
2. Print and return the signed form to any campus, via email to [humanresources@xaviercatholicschools.org](mailto:humanresources@xaviercatholicschools.org), or mail:

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