

3 requirements to volunteer

The Roman Catholic Diocese of Reno requires anyone 18 years and older who is volunteering at Our Lady of the Snows School in **any capacity** (classroom, lunchroom, copying, recess, office, field trips, library, attending class parties, Fall Festival, etc.) must: **(1)** complete the Background Check from the Diocese of Reno (and renewal of Background Check Forms every 5 years); **AND (2)** complete the Protecting God's Children Awareness Session (and one-time online recertification) **AND (3)** remain current with their VIRTUS.ORG monthly online training bulletins (3 or less bulletins behind).

Please complete the following steps:

1. Submit a Volunteer Background Check. This is all done on-line. Go to <https://renodiocese.org/safe-environment/>. Scroll down to the purple section labeled "Protecting God's Children Virtus Training". Click on your preferred language. You will need to create a User ID and password to get started. Make sure to keep the information as you will need it in the future to complete the monthly bulletins. Once you create a Virtus account, you will be able to complete the background check and On-line Protecting God's Children class.

**The Diocese requires fingerprints for any parent volunteer that drives on a field trip or coaches a CYO sport. Additional forms are required for anyone who plans to drive for school-sponsored events (field trips).

2. Complete the "Protecting God's Children" Awareness Session either at a live training or online. To check the class schedule go to <https://renodiocese.org/safe-environment/>. Scroll down to the dark purple section labeled "Upcoming Training and Awareness Sessions". The upcoming class times/dates/locations and sign-up information can be found there. The live class lasts approximately 3 hours. The online version takes about 1 ½ hours. For additional assistance, contact Elda Juarez at (775) 326-9445.

3. Stay in compliance by continuing your online training bulletins for Protecting God's Children through the VIRTUS online system. Continuing education can be accessed through www.virtus.org. (This includes monthly online training bulletins and a one-time online recertification course). If you currently have a Virtus account, you can add or delete a location by logging into your Virtus account, going to general information and add or delete a location. One choice will be your primary location. Then go to locations and roles and edit. Be sure to save the changes. If you need assistance, please contact the Safe Environment Office: 775-326-9445