

## STEP BY STEP GUIDE ON HOW TO VOLUNTEER

Thank you for your interest in volunteering at your child's school! We want to make this process as easy as possible. Please follow these instructions, and keep this form for reference. But if you have any questions, please reach out to us below.

1. All volunteers are required to complete VIRTUS training and an electronic background check. Contact Christy Hamm ([chamm@stcolumban.org](mailto:chamm@stcolumban.org)) in the parish office BEFORE registering to get a FASTRAX token to cover the background check fee.
2. Visit [Virtusonline.org](http://Virtusonline.org) to do a background check and register for a training class. You may attend at St. Columban OR ANY Archdiocese of Cincinnati Parish. Just indicate St. Columban as your primary volunteer location. St. Columban's next date is August 20, 2020 from 6:00 – 9:00pm. There will be another one in September. Feel free to choose a time and place that is most convenient for you via [virtusonline.org](http://virtusonline.org).
3. Once your training is complete, you need to email Susan Terrell to gain access to the volunteer site at [stcolumbanvolunteers@gmail.com](mailto:stcolumbanvolunteers@gmail.com). Susan, our volunteer coordinator, will confirm your VIRTUS certification and background check and then approve access to you.
4. Once approved, you can visit the sign up location:  
[https://www.signupgenius.com/index.cfm?go=c.login&prior=c.MyAccount#/  
You may also find this link on the school website under the Parents tab. All volunteers must keep current on their monthly training in order to continue to volunteer.](https://www.signupgenius.com/index.cfm?go=c.login&prior=c.MyAccount#/)

We look forward to seeing you soon! There are many opportunities to volunteer and we need your help! Please watch the weekly newsletter and the PTO facebook page for even more opportunities. For questions, please contact:

Susan Terrell, Volunteer Coordinator:  
Jenn Stacey, PTO President  
Angie Geier, School Administration  
Christy Hamm, Parish

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