



Dear Families,

While we understand and appreciate the financial sacrifices that are made so your child can attend St. Elizabeth of the Trinity, the excellent St. Elizabeth experience would not be possible without the donations of time and talent from our school families. Volunteering also instills in our children the importance of community and charity, encourages creativity, and offers the opportunity to work with others toward a common goal.

To continue these efforts, we require each family to enter into an agreement to volunteer at least 20 hours throughout the school year, beginning July 1 and ending June 1. Any hours not fulfilled will be billed at \$50/hour in June to your FACTS account. Be sure to register in Track-It-Forward and complete your hours in our system.

As a reminder, to ensure the safety of our students, **the Archdiocese of Chicago requires all of our volunteers to complete a five-step process before they can come into contact with students (Child Protection Process).** This process must be completed for ANY activity involving students, even if it is a one-time event. Our site administrator for Virwut is Mrs. Meg Jacobs. If you have any questions or need assistance in completing the process, please contact her at m.jacobs@stelizabethtrinityschool.org or by calling 773-763-7080.

The process consists of the following:

- Criminal Background Check – complete ONLINE through the eApps database
- VIRTUS training sessions – a three hour online workshop
- **Annual** completion of the CANTS Department of Children and Family Services (DCFS) printed form
- Completion of the Archdiocese of Chicago's Standards of Behavior Form (online)
- DCFS Mandated Reporter Training with certificate (printed and returned to Ms. Meg)

Instructions for completing the above steps can be found on the Archdiocese website.

1. Visit www.archchicago.org and select "Child Protection" at the top.
2. Hover over "Compliance Resources" at the top and select "Compliance for Clergy, Employees, and Volunteers."
3. Click on each of the individual links to complete the five steps above.
4. Once you complete the steps, return all paperwork to Ms. Meg.

We hope you will take the time to complete these procedures so that you can participate in any volunteer activities that are available at St. Elizabeth. We know the children will enjoy seeing you!

Many Blessings,
Kristine Hillmann, Ed.D.