

2011-2012
PARENT VOLUNTEER REQUIRED
VOLUNTEER BACKGROUND CHECK PROCESS

If you do not have a current “Background Check” on file with the school office, please fill out the enclosed form and return with your registration packet

If you did fill out a form last year, it is current for a 3-year period and therefore you do not need to fill out a new form at this time. To verify if you are current, please refer to your ID card issued by the Archdiocese indicating your expiration date.

If there are any additional members in your family that will be volunteering next year and need a background check form, please email Chris Vancil @ chriv@sjfschool.org. It is important for you to know that this Archdiocesan policy will be strictly enforced.

If you wish to volunteer in any capacity this year, the following is required:

1. A completed and approved “Background Check” (*must be renewed every 3 years*)
2. Must attend the Archdiocesan “Called to Protect” training

VOLUNTEER CHECK LIST

_____ Complete Archdiocese “Standards of Conduct for Ministry with Children”

_____ Complete Archdiocese “Refresher”

HOW DO YOU GET STARTED?

1. Logon to www.praesidiuminc.com
2. Click on “Armatus Training New” in the left-hand navigation menu
3. Select “Click here to begin Armatus online training
4. Enter your login and password
5. Click submit

Your login is the first initial of your first name and your full last name. (MSmith)

Your password is the four numerical digits of your birthday, followed OR. (0325OR)

