

E3: Adult Volunteers (18+ Years Old)

The following E3 criteria are for persons who are 18 years old or older and volunteer at a parish, school, or archdiocesan office within the Archdiocese of Saint Paul and Minneapolis, and will have interaction with minors.

1. Background Check

Adult volunteers must:

- Complete the *Volunteer Application* form
- Complete the series of background check forms, either online or paper, prior to the start of his/her volunteer service.
 - Online: Within a volunteer's VIRTUS account, adult volunteers can:
 - Read the *Summary of Rights under the Fair Credit Reporting Act Consent*
 - Sign the *Acknowledgement of the Summary of Rights under the Fair Credit Reporting Act Consent*
 - Read and sign the *Consumer Report Disclosure*
 - Complete the *McDowell Agency Background Check*
 - Complete the *Driver's Check* questions (if applicable)
 - Complete the *Credit Check* question (if applicable)
 - Paper: The following paper forms can be used if the volunteer does not complete them within the VIRTUS website, or if only one or more portions need to be completed:
 - Read the *Summary of Rights Fair Credit Reporting Act* form
 - Sign the *Acknowledgement of Summary of Rights Fair Credit Reporting Act* form
 - Read and sign the *Consumer Report Disclosure and Release* form
 - Complete the *Background Check Questionnaire and Release* form (which includes sections for the Background Check, Driver's Check, and Credit Check)
- All school volunteers: Complete the *123B.03 Informed Consent* form (Available only as a paper form)
- International Background Check: Adult volunteers who have lived outside of the U.S. for more than 12 months in the past 10 years may be required to complete an *International Background Check*. (Safe Environment Coordinators should contact OPCY for assistance: opcy@archspm.org)

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2. Code of Conduct

- Adult volunteers must read the *Code of Conduct for Adult Volunteers* and sign the acknowledgement, either online or paper, prior to the start of volunteer service.
 - OPTION A — Online: Within a volunteer’s VIRTUS account, adult volunteers can:
 - View the *Code of Conduct* training video
 - Read the *Code of Conduct for Adult Volunteers*
 - Read and sign the *Acknowledgement of the Code of Conduct for Adult Volunteers*
 - OPTION B — Paper:
 - Read the *Code of Conduct for Adult Volunteers*
 - Read and sign the *Acknowledgement of the Code of Conduct for Adult Volunteers*

3. Safe Environment Training

Prior to starting their volunteer service, adult volunteers must:

- Complete a 3-hour “Live” session of *VIRTUS: Protecting God’s Children*
- Complete the online training module *Reporting Suspected Child Abuse 2015*



Volunteers must be re-credentialed every three (3) years, which consists of:

- Submitting a background re-check
- Signing the current *Code of Conduct*
- Completing assigned Safe Environment online training modules