



Returning SMCS Volunteer Process

We require all returning adult volunteers to complete the following as part of the Safe Environment process before volunteering:

- ✓ **Background Check**
A background recheck must be completed when you decide to come back as a volunteer and will be rerun every 4 years, if actively volunteering.
- ✓ **Online Module**
Complete the training “A Plan to Protect God’s Children 4.0 Recertification Training” – *required annually.*
- ✓ **Policy Acknowledgement**
Sign the online Code of Conduct in which you agree to follow to the Diocesan Code of Pastoral Conduct – *required annually.*



You may already have a Virtus account as a returning volunteer or if you have completed any of these steps in the past at a different school/district/church. Do ***not*** create a new one, please use the one you created to complete/update any missing requirements.

Unsure if you have an account or issues logging in? Please reach out to Patty Foulks, Human Resources Coordinator at pfoulks@smcatholicsschools.org or 920-722-7796 ext. 853

Ready to start?

Contact the appointed school representative to start the volunteering process. The list of names can be found on the [Volunteer HUB](#) on our website.

Thank you,
Human Resources Department
St. Mary Catholic Schools
www.smcatholicsschools.org
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Neenah, WI 54956