

# ~ IMPORTANT INFORMATION ~

## Attention all Parents, Employees, and Other School Volunteers:

As mentioned in Bishop Zubik's letter, attached to this sheet, there has been a new process in place with regards to volunteers since the beginning of this school year (August 2004). Here at Holy Family School, we want to make sure that all children are in a safe and sacred environment, at all times. It is our responsibility as parents, volunteers, and employees to do our part in this process, so that we can feel confident that our children are safe. The purpose of this program is to stress education and awareness to all those who work directly with our children, or vulnerable adults. In being educated and aware of the possible dangers to our children, and those in our community, we can be the frontline of defense to ensure their safety. As stewards, we have a responsibility to become educated in order to help protect those who most need our help!

Based on the guidelines set by the Diocese of Green Bay, it is necessary to require all adults that plan to volunteer in any of the following areas to go through the **one time**, three step application process:

- Tutoring
- Hot Lunch Servers
- Classroom Volunteers (including Room Parents, tutors, S.S.R. helpers, etc.)
- Boy/Girl Scouts
- Field Trip Chaperones
- Coaching
- Any other volunteer that will be working with children while not under the direct supervision of a School or Parish employee.

The application process consists of the following 3 steps:

- 1) The first step is to receive a Maintaining Boundries informational sheet, and sign a form confirming you have received it. Each year this form is included in the brown envelope you receive at orientation. If you did not return the signed form at the beginning of the school year, more are available in the school office. If you are not sure whether or not you signed it, you can call Marci to have her check for you.
- 2) The second step is an on-line application. Instruction packets are available in the school and parish offices to help you with this step, or you can access them on the St. Agnes Parish website at [www.stagnesgreenbay.org](http://www.stagnesgreenbay.org). If you do not have computer access, please contact the school office or Marci for alternatives.
- 3) The third step is to attend a Virtus session. These sessions, otherwise known as "Protecting God's Children - Awareness Session", are about 3 hours in length and are held at various times and places throughout the Diocese. To register for a session go to the website [WWW.VIRTUS.ORG/VIRTUS](http://WWW.VIRTUS.ORG/VIRTUS). Click on the word "**Registration**" in yellow. Select "**Diocese of Green Bay, WI**" as the organization and fill out the remaining pages by following the on-screen directions. \*Be sure to select "Holy Family School – Green Bay" as your site, no matter where you plan to attend a session. **Note:** To help make this step easier and more convenient, there is an information request portion on the back side of this sheet. Please fill it out and return it to the school or St. Agnes parish office before July 1<sup>st</sup> if you wish to have input in the times/days that a Virtus session will be held at the school. Our St. Agnes Virtus Facilitators will use this information in scheduling future Virtus sessions.

**After** these three steps have been completed, you will be approved to volunteer in any capacity at Holy Family School that you are interested in. Please consider taking the time over the summer to complete the process if you have not already done so. This will help avoid any delays at the beginning of next school year. You must only complete the process **one time**. If you have already completed the process for another school or parish in the Diocese, please let Marci know so that she may confirm your status.

To date, **225+ people from Holy Family School have already completed this process**, and for that we are extremely grateful. We are committed to protecting our children, while continuing to ensure the trust in our school and parish communities. For this reason, we want to **thank you** in advance for your time, understanding, and cooperation through this process.

If you have any questions or concerns about the process, or how it pertains to your volunteer work, please do not hesitate to contact Marci Lelinski in the St. Agnes Parish Office at 494-2534.

Marci Lelinski, LoSEC

Daniel Malmberg, Principal

Fr. Richard Getchel, Pastor

Msgr. Dillenburg, Pastor

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### INFORMATION REQUEST

To help in the scheduling of future Virtus Sessions to be held here at Holy Family School, please complete the following information, and return this section to the HFS office or St. Agnes Parish Office before 7/1/05. Thank you for your participation!

Please check the times and days of the week that would work best for you to attend a 3 hour session:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
___morning	___morning	___morning	___morning	___morning	___morning
___afternoon	___afternoon	___afternoon	___afternoon	___afternoon	___afternoon
___evening	___evening	___evening	___evening	___evening	___evening