

Sacred Heart School-Floresville Volunteer Requirements

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS**[®] *Online*



Welcome! If you or a member of your family wish to volunteer at Sacred Heart School, in following the utmost safety precautions for our students, we must have a criminal background check on file. Please follow the instructions below before volunteering. Each individual volunteer/family member will need their own sign on.

- Step 1: Create a Virtus Account by visiting virtusonline.org
- Select “First Time Registrant > Begin Registration Process
- Step 2: Select “San Antonio TX Archdiocese” from drop down
- Step 3: Create your user ID and Password
- Step 4: Enter the required information about yourself
- Step 5: Select “Sacred Heart School Floresville” where you want to volunteer > Select “volunteer” as your Primary Role > Enter your title (i.e. parent, grandparent, aunt, uncle, etc.)
- Step 6: Answer final questions and sign electronic acknowledgment
- Step 7: Conduct Safe Schools Training if offered after completion

Thank you for volunteering, and sharing in our mission to keep our kids safe!

Sacred Heart School Administration and Staff