

## Requirements for Parish or School Volunteer Ministry Opportunities

**1) Complete and submit the Archdiocesan Criminal Background Check (CBC).**

This can be done online (or in written form if you don't have computer access). The website for online submission is [www.archchicago.org](http://www.archchicago.org). Select **Protecting Children**, click **Background Screening**. You will create an account with your own username and password. The ACCESS code is: **protection** .

**2) Complete and return ANNUALLY a CANTS form to Glenn Wagner, St. Luke Business Manager.**

Glenn will record your form and submit it to the state. **DO NOT** mail to the state. We will not be able to confirm your form as received unless you return it to Glenn.

**3) Complete and return the Code of Conduct form to Glenn Wagner, St. Luke Business Manager.**

**DO NOT** send it to the Archdiocese. We will not be able to confirm your form as received unless you return it to Glenn.

**4) Register online and attend a VIRTUS session.**

Return a copy of the completion certificate to Glenn Wagner, St. Luke Business Manager. You also must read and answer the VIRTUS bulletins monthly as part of your volunteer ministry. Email notifications are sent, but you still must access the VIRTUS website to read and respond. The website is [www.virtus.org](http://www.virtus.org).