



Volunteering & VIRTUS Information

At St. Mary School, we are incredibly thankful for the many parents, parishioners, family members, alumni, and community supporters who generously volunteer their time throughout the school year. Our volunteers play an important role in helping create a positive, faith-filled environment for our students and school community.

Volunteers serve in many capacities including:

- Classroom and teacher assistance
- Lunch and recess supervision
- Field trip chaperones
- Athletic coaches and team assistants
- Concession and tournament volunteers

To help ensure the safety and well-being of all children, the Diocese of Cleveland requires that all volunteers working with children complete the following requirements before beginning volunteer service.

Step 1 — Complete VIRTUS Training

All volunteers must attend an in-person VIRTUS “Protecting God’s Children” training session through the Diocese of Cleveland.

Registration Instructions

- Visit VIRTUSonline.org
- Select **CLEVELAND, OH (DIOCESE)** from the organization dropdown menu
- Choose an available training session
- Select **Start Registration**
- Create your VIRTUS account and complete registration

If you do not see a session that works with your schedule, please continue checking the site regularly as new sessions are added throughout the year.

Once your training has been scheduled, you may begin completing the remaining requirements.

Step 2 — Complete a Background Check

The Diocese of Cleveland requires all volunteers working with children to complete a background check through Selection.com.

Background Check Instructions

1. Log into your VIRTUSonline.org account
2. Select **Toolbox** from the top menu
3. Click **Selection.com** from the left menu
4. Select **Begin Background Check**
5. Complete the required information through the Fastrax system

The fee for the background check is approximately \$25.

Most background checks are completed within one business day, and your VIRTUS account will automatically update once your background check has cleared.

Important Information

- Selection.com background checks only need to be completed one time
- Volunteers who choose to complete a BCI fingerprint background check must renew it every five years

Step 3 — Register or Apply for Your Volunteer Position

Depending on the volunteer opportunity, this process may be formal or informal and coordinated through the school office, parish office, athletic department, or organization leader.

Step 4 — Maintain Compliance

VIRTUS training bulletins and updates will periodically be assigned through your VIRTUS account. Volunteers are required to complete the minimum number of bulletins annually in order to remain compliant and eligible to volunteer.

Your compliance status can be monitored directly within your VIRTUSonline.org account.

Athletic Coaching Requirements

Individuals interested in coaching or assisting with athletics at St. Mary School should contact John Allin, Athletic Director, at: stmarychardonad@gmail.com

In addition to VIRTUS compliance requirements, all coaches must complete the Diocese of Cleveland CYO Coaches Development Program.

Additional information regarding the Coaches Development Program and coaching requirements can be found here:

- [CYO Coaches Development Program](#)
- [CYO Coaches Requirements & Responsibilities](#)

The State of Ohio also requires all volunteer coaches to complete the following annual trainings:

- [National Federation of State High School Associations \(NFHS\) Concussion in Sports Training](#)
- [Lindsay's Law Sudden Cardiac Arrest Awareness Training](#)

These certifications must be completed and kept current each year.

Because of these Diocese of Cleveland Safe Environment standards, all volunteers working with children at St. Mary School — including classroom volunteers, coaches, field trip chaperones, classroom party helpers, and event volunteers — must complete all required steps prior to participating in volunteer activities.