

**The Child and Youth Protection of the Diocese of Trenton Office** works with parishes and schools to ensure that all employees and volunteers that have regular and consistent contact with children and the home-bound receive the proper training and have current criminal background checks.

The Safe Environment Coordinator is required by the Diocese of Trenton to maintain a file for every volunteer. The following items must be completed and filed before beginning your service:

1.

1. Volunteer Application (Volunteer or Catechist Application)
2. Code of Conduct form signed
3. Fingerprinting/Criminal Background Check (\$21.41 will be reimbursed with submitted receipts). This will generate an ID badge which must be worn at all times when with the children.
4. Attend "Virtus – Protecting God's Children" 2 hour class (no cost)

Virtus is a class regarding child safety and is required by the diocese of Trenton for every volunteer working with children. You may register for this class or for any Virtus session at any parish by going to: [www.VirtusOnline.org](http://www.VirtusOnline.org). A certificate of completion will be distributed at the end of the class – a copy is needed for your volunteer file.

Once all of the above is complete, you will be eligible to volunteer.

If you have any questions please feel free to call Carmela Grace at 732-264-0322 X 14 or email me ([cgrace@stjosephkeyport.org](mailto:cgrace@stjosephkeyport.org)).