



# Holy Trinity Catholic School

## VOLUNTEER REQUIREMENTS

### NEW VOLUNTEERS

2018 - 2019

You are not allowed to volunteer at the school until you have completed the three requirements below: **Called to Protect class, Criminal Background Check and have completed the read & agree on-line "Standards of Conduct" class.**

**1. Background Check:** If you plan to volunteer, please email Cindy Hittner in the school office at [chittner@htsch.org](mailto:chittner@htsch.org) to order a background check.

Please specify:

- Your legal first and last name
- Month and day of your birthday
- Your email address

You will receive an email from [backgroundchecks@praesidium.com](mailto:backgroundchecks@praesidium.com) with instructions to do your background check on line. Please complete when received as the offer expires in 7 days.

**2. Standards of Conduct class:** A few weeks after your background check is completed your account will be added to the Armatus system and you should be able to follow the directions below to complete the quick read and agree "**Standards of Conduct**" class:

Go to [www.praesidiuminc.com](http://www.praesidiuminc.com)

Click Login to Your Service in the upper right-hand corner

Click Armatus Online Training

Click Login to Armatus 2.0

Your login is the first initial of your first name and your full last name (MSmith)

Your password is the four numerical digits of your birthday, followed by OR (0325OR)

Click Submit (Complete only the "Standards of Conduct" class)

**3. Called to Protect for Parents & Ministries Class:** You *must* attend a Called to Protect class either at the school or another Archdiocese location before you may volunteer. If you complete the class at another location, please turn in a copy of your certificate to the office.

## RETURNING VOLUNTEERS

2018 - 2019

If you are a returning volunteer, there are two on-line classes required this school year. They are called "**Duty to Report**" and "**Preventing Sexual Harassment**". Please log in using the same directions above for the "Standards of Conduct" class.

When your background check is due to expire, you will receive an email from [backgroundchecks@praesidium.com](mailto:backgroundchecks@praesidium.com) with instructions to do your background check on line. Please complete when received as the offer expires in 7 days.