If you would like to volunteer during the school year, you will need to do the following:

**Called to Protect for Parents & Volunteers:**If you plan to volunteer more than 5 times a year, you must attend a Called to Protect class either at the school or another Archdiocese location. Archdiocese locations can be found on the Archdiocese of Portland website at [www.archdpdx.org](http://www.archdpdx.org). You are permitted to volunteer until you can complete the Called to Protect class as long as your background check has been completed.

**New Volunteers:  *must*have a background check before you may volunteer.**If you plan to volunteer, please email Cindy Hittner in the school office at [chittner@htsch.org](mailto:chittner@htsch.org) and ask for a background check. Specify your legal first and last name, the month and day of your birthday and if you will volunteer 5 or more times during the year. You will receive an email from [backgroundchecks@praesidium.com](mailto:backgroundchecks@praesidium.com) with instructions to do your background check on line. Be sure complete within seven days or it will expire.

After the background check is completed, you will need to sign on to the Archdiocese Armatus program and do the "read and agree" class called *Standards of Conduct*.

* Go to 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 the “read & agree” class called *Standards of Conduct (do not do other classes)*
* Every new school year an on-line class is mandated by the Archdiocese that must be completed to stay current to volunteer

**Returning Volunteers:**  If you are a returning volunteer, there are two on-line classes required for the 2018-2019 school year. They are called **"Duty to Report**" and **"Preventing Sexual Harassment".**

Please follow the instructions to sign on below to complete the two classes:

* Go to 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 two classes required called **Duty to Report** and **Preventing Sexual** **Harassment** (do not do other classes)
* Every new school year an on-line class is mandated