



# Saint Ignatius College Prep Volunteering Process

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*Please reach out to Tess Martin, Assistant to the Prefects, with any questions at [tess.martin@ignatius.org](mailto:tess.martin@ignatius.org) or at 312-432-8308.*

Thank you for offering  
your time and talents  
volunteering at Saint  
Ignatius!



# Volunteer Process

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# To Become a Volunteer

You must complete these 7 steps, with accompanying documents found [here](#).

The following slides will go into each step in detail.

***All steps must be completed and up-to-date before volunteering.***

1. Sign off on the Authorization for Background Check DCFS
2. Sign the CANTS 22 form
3. Read and sign the Code of Conduct
4. Read and sign the Archdiocesan Standards of Behavior
5. Complete Protecting God's Children VIRTUS training
6. Complete Mandated Reporter training
7. *Read and sign Overnight Chaperone Policy (overnight volunteers only)*



# 1. Authorization for Background Check DCFS

This authorizes us to perform a background check through the Department of Children & Family Services.

Once the form is completed, it must be sent to Tess Martin ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org)).

After that, you should receive an e-mail with a link to complete the background check (either from sender Patty Rojek or Saint Ignatius College Prep).

CFS 689  
Rev 10/2021

State of Illinois  
Department of Children and Family Services  
**AUTHORIZATION FOR BACKGROUND CHECK**  
Child Abuse and Neglect Tracking Systems (CANTS)  
For Programs NOT Licensed by DCFS

**NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.**

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: ☐ - ☐ - ☐ Gender: ☐ Male ☐ Female Race: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street/Apt #  
City State Zip

If you currently reside in Illinois, please list all previous addresses for the past five years.  
OR  
If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code) Dates From/To

Parish/School/Agency: \_\_\_\_\_

**Your Position (Circle One):** Priest Deacon Religious Order Lay Employee Volunteer

List maiden name and/or all other names by which you have been known (last, first, middle):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please type, use bold letters or label:**

**Submit by mail OR fax OR email**  
Mail to: Department of Children and Family Services  
406 E. Monroe - Station #30  
Springfield, IL 62701  
FAX to: 217-782-3991  
Scan Email to: DCFS.ArchDoe689@Illinois.gov

(Submitting Agency Fax Number)  
(Submitting Agency Email Address)  
(Agency Name)  
(Contact Person)  
(Address)  
(City/State/Zip)

**safchids@archchicago.org**  
**Archdiocese of Chicago**  
**Mayra Flores**  
**P.O. Box 1979**  
**Chicago, IL 60690-1979**



## 2. CANTS 22 Form

CANTS 22 is an acknowledgement of your status as a mandated reporter.

**You must also complete IL Mandated Reporter Training (step #6) and submit your certificate of completion in addition to this signed form.**

This form must be completed and sent to Tess Martin ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org)).

Illinois Department of  
**DCFS**  
Children & Family Services

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)  
\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Employment)  
Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

CANTS 22  
Rev. 5/2019

Office of the Director  
406 E. Monroe Street • Springfield, Illinois 62701  
[www.DCFS.illinois.gov](http://www.DCFS.illinois.gov)



### 3. Code of Conduct Form

Please read the entire Code of Conduct and fill out the first page.

This form must be completed and sent to Tess Martin ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org)).

#### Code of Conduct Acknowledgement Form Volunteers

Parish/School/Agency SAINT IGNATIUS COLLEGE PREP

Date \_\_\_\_\_

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name of Department/Person you wish to volunteer in/with:

\_\_\_\_\_

The signed Code of Conduct Parish/School Acknowledgement Form shall be kept in employee personnel files at the agency/or in a general volunteer file at the agency/parish/school.

#### FOR OFFICE USE ONLY

Online Background Check Date \_\_\_\_\_

CANTS Form Date \_\_\_\_\_

Virtus Training Date \_\_\_\_\_

Mandated Reporter Date \_\_\_\_\_



# 4. Archdiocesan Standards of Behavior

Please read the entire Standards of Behavior and fill out the last page.

This form must be completed and sent to Tess Martin ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org)).

ARCHDIOCESE OF CHICAGO



Office for the Protection of Children and Youth

## STANDARDS OF BEHAVIOR FOR CHURCH PERSONNEL WHO HAVE CONTACT WITH MINORS AND VULNERABLE ADULTS

Healthy relationships among people are a foundation of Christian ministry and are central to Catholic life. Church personnel in particular must be worthy of public trust and confidence. It is fundamental to the mission of the Archdiocese of Chicago that Church personnel conduct themselves in a moral and ethical manner consistent with Catholic principles.<sup>1</sup>

Church personnel are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to their pastor, principal, the chancellor (312.534.8283) or the Vicar General (312.534.8271) and those mandated reporting laws pertaining to the abuse and/or neglect of minors. Clergy conduct applies to both on and off church grounds in both church and non-church sponsored activities.

Therefore, as someone who ministers to minors and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults. I will not engage in any form of inappropriate conduct with a minor or a vulnerable adult, regardless of who initiates such conduct. Any violation of these Standards of Behavior will result in consequences up to and including dismissal or withdrawal from ministry.

For purposes of these Standards of Behavior, "minor" is any person under the age of 18. "Vulnerable adult" is any adult in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.<sup>2</sup>

To achieve this, **I WILL NOT:**

- Have a personal relationship with any minor or vulnerable adult with whom I also have a professional relationship through my work/ministry/service, even if the minor or vulnerable adult initiates such personal relationship.
- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner such as pinching, brushing the body, pushing, patting, feeling, tickling, rubbing, or massaging.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any closed room.
- Share any sleeping arrangements such as bed, sleeping bag or small tent with a minor or vulnerable adult.

<sup>1</sup>This language is taken from Policy Book Two, § 6(c).  
<sup>2</sup>These definitions come from Policy Book Two.





# 5. VIRTUS Protecting God's Children Training

You must complete VIRTUS Online Protecting God's Children training. This training can take between 1-2 hours to complete.

You will also receive monthly training bulletins that take 5-10 minutes to complete in order to keep your certification current.

*(If you have completed this training in the past, you may need to complete it again if your certificate has expired. Reach out to Tess if this may be the case.)*

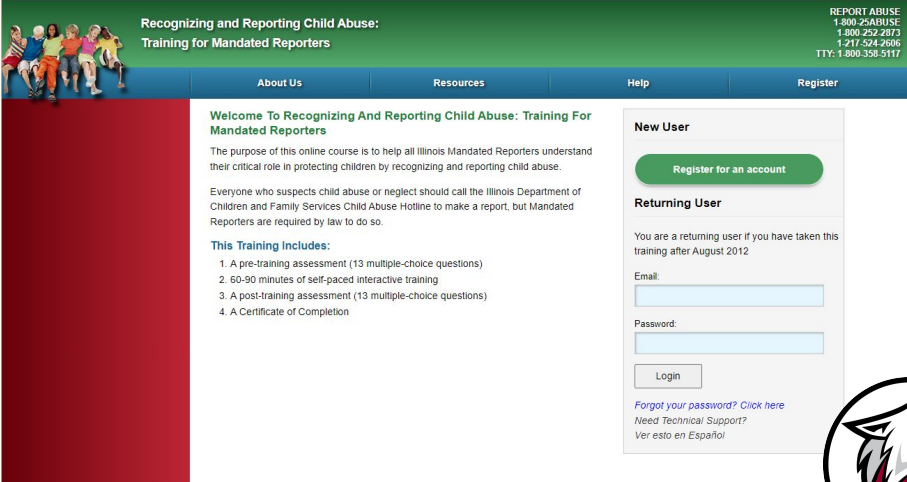
Once you do complete this training, the certificate of completion must be sent to Tess Martin ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org)).



# 6. Mandated Reporter Training

You must complete Online Mandated Reporter Training, which can take between 1-2 hours.

Once you do complete this training, the certificate of completion must be sent to Tess Martin ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org)).



**Recognizing and Reporting Child Abuse:  
Training for Mandated Reporters**

**REPORT ABUSE**  
1-800-25ABUSE  
1-800-252-2873  
1-217-524-2606  
TTY: 1-800-358-5117

**About Us**   **Resources**   **Help**   **Register**

**Welcome To Recognizing And Reporting Child Abuse: Training For Mandated Reporters**

The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse.

Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

**This Training Includes:**

1. A pre-training assessment (13 multiple-choice questions)
2. 60-90 minutes of self-paced interactive training
3. A post-training assessment (13 multiple-choice questions)
4. A Certificate of Completion

**New User**

[Register for an account](#)

**Returning User**

You are a returning user if you have taken this training after August 2012

Email:

Password:

[Forgot your password? Click here](#)  
[Need Technical Support?](#)  
[Ver esto en Español](#)



# 7. SICP Overnight Chaperone Policy & Expectations (Overnight Volunteers ONLY)

If your volunteer position requires any overnight chaperoning, you must also read and complete the SICP Overnight Chaperone Policy & Expectations.

The signed acknowledgement on the last page should be sent to Tess Martin ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org)).



## Overnight Trip Chaperone Policy and Expectations<sup>1</sup>

Thank you for volunteering to chaperone.

As our students participate in events and competitions, they act as representatives of, and ambassadors for, Saint Ignatius College Prep. This underscores the importance of behaving in a respectful manner in every aspect of our being: our speech, our actions, and our dress. We count on our students, coaches, teachers, and chaperones to consistently convey an appropriate message to all whom they encounter. With this in mind, set forth here are general guidelines regarding expectations for those organizing trips, and those who chaperone. Good sense and logic govern these guidelines and apply for situations not explicitly covered here. As always, any questions should be directed to a supervising administrator.

### I. Guidelines for Lead Chaperone

1. No student should be allowed to accompany a group on a trip until s/he has agreed to abide by the rules established for that trip and has submitted the written consent of his/her parents/guardians for participation in the activity.
2. The Lead Chaperone should arrange a meeting of chaperones well in advance of the event/trip so that all parties understand the assignments and regulations. Students who are participating in the activity should be informed of the rules and regulations.
3. Unless encumbered by procedures set forth by the organizing entity, reservations should be made early enough to ensure satisfactory separate housing of the students and adults. Reservations should be made well in advance of the departure with complete plans (an itinerary) for transportation to and within the destination city, plans for meals, etc. These arrangements are ultimately the responsibility of the Lead Chaperone. All arrangements should be confirmed in writing.
4. For any trip occurring over a full weekend, the Lead Chaperone is responsible for ensuring that students attend either Saturday evening or Sunday morning Mass. If this is not possible, the Lead Chaperone will contact the Department of Student Formation and Ministry for assistance.

<sup>1</sup> Adapted from Marian High School Policy (2011-12)



Please reach out to your coach/activity coordinator or to Tess Martin, Assistant to the Prefects, ([tess.martin@ignatius.org](mailto:tess.martin@ignatius.org) or 312-432-8308) if you have any questions.

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