



BISHOP MANOGUE CATHOLIC HIGH SCHOOL

Diocesan Requirements for Parent Volunteers

We would like to bring to the attention of ALL parent volunteers, that the Diocese of Reno has mandatory requirements for volunteering at Diocesan schools, including ours. Those requirements are:

1.) PROTECTING GOD'S CHILDREN - This training makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse and steps one can take to prevent child sexual abuse. Training includes attendance at an on-site class with a certified trainer, monthly online training bulletins and a one-time re-certification training bulletin via the [VIRTUS Online™](#) system. This program is *mandated by the Diocese of Reno and the United States Conference of Catholic Bishops. Please be aware that sessions have limited space, and so pre-registration is necessary. Many of you have already completed the required training class but need to keep current on the monthly online training bulletins.*

You will find a list of all upcoming class dates and registration information at

www.dioceseofreno.org/userpages/Safe_Environment.aspx.

***You must at least be signed up** for a Protecting God's Children class to be allowed to volunteer. **YOU MUST then attend your class as scheduled** or you will not be allowed to continue volunteering. This is a Diocesan requirement. Please understand that this is all part of a comprehensive effort to keep our children safe.

2.) BACKGROUND CHECKS- We have an arrangement with Trak-1 to do Consumer Report background checks. New consent forms are available on the Diocese website, www.renodiocese.org. When completed **do not** return to Bishop Manogue. They may be scanned, sent electronically to janeo@catholicreno.org, or faxed to 775-348-8619, or mailed to:

Jane O'Connor
Diocese of Reno Safe Environment 290
S. Arlington Ave.
Reno, NV 89501



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- Please note – if you have already been fingerprinted **for the Diocese of Reno**, you do not need to complete this background check. If you were fingerprinted for any other business or reason, we will need to complete this background check.
- 3.) **ADDITIONALLY** If you will be driving students – for any athletic events, music, volunteer hours, or any other reason – you will need to complete a [Drivers Insurance Verification Form](#) each year. You are also required to supply a copy of your driver’s license and your Auto Insurance Declaration Page, indicating minimum liability limits of \$100,000/\$300,000. (We do not need a copy of your insurance card or registration.) Please complete and deliver it to Front Office, along with the other necessary paperwork.
- 4.) You **Must** present a current/valid DRIVERS LICENSE to the Bishop Manogue front desk to be processed through our **Raptor Computer System**.

Questions: please contact bonnie.hansen@bishopmanogue.org