



VOLUNTEER INSTRUCTIONS

Thank you for desiring to give your time and presence to our friends on the street alongside our Source of All Hope staff and missionaries. It is such a gift to be able to encounter Christ in the Poor, and it is also such a gift to just be able to be present with our friends who are often neglected and ignored. We are excited for you to join us! Before you are able to join us for ministry, there are a few things that we require all volunteers to complete in order to be compliant with the Archdiocesan Volunteer and Youth and Protection Policies. Note that there are differences in instruction for those 18 and older and those under 18. If the child is under 14, you must email Abby at outreach@sourceofallhope.org before signing up. **Please read the following carefully and complete this the week before you intend to volunteer:**

If you are 18 or older:

1. Please sign the following [Liability Release Agreement](#).
2. Register with [VIRTUS](#) online.
 - a. Create a User ID and Password that you can easily remember and then click "Continue".

- b. Provide all information requested on the screen, then click *"Continue"*. *Do not click the back button or your registration will be lost.*
- c. Select "Basilica of the Assumption" as your selected location.
 - i. Select "Yes" if you need to add secondary/additional location, or if your location list is complete, select "No".
- d. Select the role *"Volunteer without Substantial Contact with Children"* that you serve within the Archdiocese of Baltimore and/or parish/school. Please check all roles that apply. Click *"Continue"*.
- e. Please answer the following two questions and then click *"Continue"*.
 - i. *Are you employed full or part time by the Archdiocese of Baltimore or any of its churches or schools?*
 - ii. *A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?*
 1. If you are volunteering at Meal Ministry or Friday Street Walks, select "No".
- f. Please answer the following three questions and then click *"Continue"* to proceed:
 - i. *Have you ever had your volunteer services or employment terminated by any parish, school or institution?*
 - ii. *Have you been terminated from volunteer service or employment due to suspected child abuse?*
 - iii. *Have you ever been accused of physically, sexually or emotionally abusing a child, or have you ever been accused of neglecting a child?*
- g. Please review the following and respond to each of the documents, *Code of Conduct for Church Personnel of the Archdiocese of Baltimore* and *A Statement of Policy for the Protection of Children and Youth*. To proceed, please confirm by clicking on; "I hereby represent that I have downloaded, read and

understand the documents,” and enter your full name and today’s date. Click “Continue”.

- h. Please answer the ten questions presented to you. If you answer correctly, please proceed to the next.
- i. You are registered.

*If you have registered with another Archdiocesan parish, you can add the Baltimore Basilica as a location with the role *Volunteer without Substantial Contact with Children*". If you are registered with a different diocese with Virtus, you will need to create a new account for the Baltimore Archdiocese.

If you are under 18:

- 1. You must attend with a parent or guardian. Your parent or guardian must follow the above instructions for adults.**
- 2. You must email Abigail Steele at outreach@sourceofallhope.org before attending.**

Thank you so much for your time and understanding! We will be in touch with you to confirm we have received all of the needed documents. If you have any questions, please reach out to Abigail Steele at outreach@sourceofallhope.org.