

Volunteer Registration Form

Totus Tuus Camp

Day Camp (Gr. 1 to 6) – July 14-18
Evening Camp (Gr. 7 to 12): July 13-17

Volunteer screening is required for all volunteers. Those who are under 18 years of age do not have to complete the police check.

Full Name: _____

Age (if under 18 years old): _____ **Grade (if applicable):** _____

Address: _____

City: _____ **Province:** _____

Postal Code: _____ **Telephone: (_____)** _____

Email: _____

Please check the box to indicate your area of interest. Feel free to check more than one box.

Day Camp (Mon. July 14 to Fri. July 18, 9 am – 2:30 pm)

Supervising and assisting with classes, activities, etc.

Evening Camp (Sun. July 13 to Thurs. July 17, 6 pm - 9 pm)

Supervising and assisting with classes, activities, etc.

Hosting Lay Missionaries

Host families will accommodate our lay missionaries from the evening of Sun. July 13 through Fri. July 18. Host families are responsible for giving the lay missionaries a light breakfast at 7 am each day. The male and female missionaries will sleep at separate homes, but the two men or the two women cannot be split up.

Providing Lunch for Missionaries and Volunteers

We will require parish families to assist in providing lunch for the lay missionaries and volunteers during the course of the week. Ideally, we will have a different parish family for each day.

Providing Dinner for the Evening Program Participants and Volunteers

We will require parish families to assist in providing dinner for the evening program participants and volunteers during the course of the week. Ideally, we will have a different parish family for each day.

Volunteers assisting with the day and/or evening programs will receive a Totus Tuus t-shirt. Please circle a size: Youth: S M L XL Adult: S M L XL

Please contact the parish office at 905-936-4266 or stjamesco@archtoronto.org if you have any questions.

Police Check (required for all volunteers 18 years of age and older)

Please see the secure link below and step-by-step instructions for applicants that require the criminal records check through our background screening service provider, Sterling Talent Solutions.

- Sterling offers applicants support with the online option from Monday to Friday, 9 am to 8pm EST and are trained to support applicants on a 1:1 basis through the process.
- The client support center is available to all applicants during these hours and can be reached toll free at 1-877-455-6730; offices are located in Montreal and Vancouver.

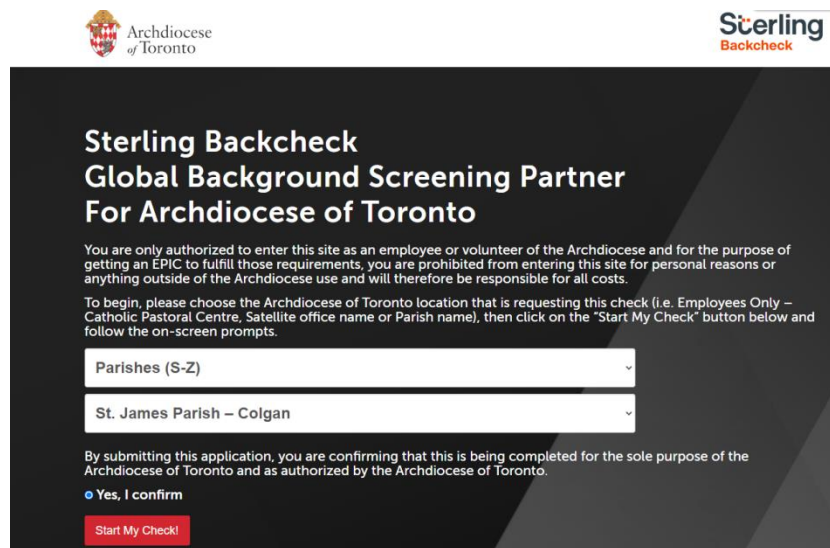
Video Demonstration: <https://youtu.be/N1S95RYoAuQ>

Click to start your check: www.sterlingtalentsolutions.ca/Archdiocese-of-Toronto

Applicant Registration Process:

*only the applicant may complete an online check

- Your page should appear like this (see image below); please select the option “Parishes (A-R)” or “Parishes (S-Z)” from the **1st drop down menu**.
- Now select the name of the parish location that you are employed or volunteer with from the **2nd drop down menu**.
- Select the **RED BUTTON** as shown below to “**Start My Check!**” and register with Sterling.



The screenshot shows the Sterling Backcheck registration interface. At the top left is the Archdiocese of Toronto logo, and at the top right is the Sterling Backcheck logo. The main heading reads "Sterling Backcheck Global Background Screening Partner For Archdiocese of Toronto". Below this is a disclaimer: "You are only authorized to enter this site as an employee or volunteer of the Archdiocese and for the purpose of getting an EPIC to fulfill those requirements, you are prohibited from entering this site for personal reasons or anything outside of the Archdiocese use and will therefore be responsible for all costs." The instructions state: "To begin, please choose the Archdiocese of Toronto location that is requesting this check (i.e. Employees Only – Catholic Pastoral Centre, Satellite office name or Parish name), then click on the 'Start My Check' button below and follow the on-screen prompts." There are two dropdown menus: the first is labeled "Parishes (S-Z)" and the second is labeled "St. James Parish – Colgan". Below the dropdowns is a confirmation statement: "By submitting this application, you are confirming that this is being completed for the sole purpose of the Archdiocese of Toronto and as authorized by the Archdiocese of Toronto." There is a radio button labeled "Yes, I confirm" which is selected, and a red button labeled "Start My Check!" at the bottom.

Note 1: This online criminal records check is **no cost to volunteers** of the Archdiocese of Toronto. Pastors will receive an email notification once the search has been cleared within 24-48 hours from the date that you have completed the check. This notification will be sent by the Volunteer Screening Department at the Archdiocese of Toronto.

No other documentation is required as confirmation of screening.

Reminder tips:

- If any volunteers prefer the paper process, the paper consent form may be offered.
- We recommend the manual form (paper form) for individuals who may not have access to a computer, email, or those who are not comfortable with online options.

Online ID Verification Process:

Applicants are required to click on the secure link and follow the online instructions to complete the following:

- **Part 1** involves email registration and setting up an online account with Sterling (this involves creating a username and password).
- **Part 2** involves accepting the invitation to consent to the online check and verifying your ID through TransUnion's ID authentication process.
- **Applicant's ID is verified through 4-6 security questions** facilitated by TransUnion's system (see attached video demonstration): <https://youtu.be/N1S95RYoAuQ>
- **If ID cannot be verified by TransUnion's security questions** randomly generated by their system, the applicant will have an option to print off the ID verification form that appears on the screen when they are logged into their account with Sterling and then visit a Canada Post location to present two forms of ID in person.
- ID will be witnessed by a Canada Post representative and postal code will be verified to authorize search and protect applicants' ID information. In consideration of the applicant's privacy and confidentiality, this information is deleted from Canada Post servers once scanned and submitted to Sterling on the applicant's behalf.
- **Note 2:** The Canada Post ID Verification Form cannot be pre-printed and given to the applicant in advance. It is only generated automatically by TransUnion's system in the event the applicant cannot pass the multiple-choice questions to verify their ID online.
- The form is also barcoded with a file number and the applicant's name and date of birth.
- Only the applicant can download and print the form from his/her computer. We do not have access.
- The report is also available and accessible to applicants as per recent changes concerning privacy legislation under the Police Reforms Protection Act.
- To share with you, the Volunteer Screening Department will send a confirmation email once the applicant is clear; actual reports are no longer disclosed to reveal the applicant's personal information and to protect their privacy.