

Volunteering at Holy Cross

Thank you so much for volunteering to help at Holy Cross! Without our parents, grandparents and alumni our school could not thrive and grow. We are blessed to have a community that works and plays together for the betterment of all our student community.

Diocese of Peoria Requirements

Please create an account with CMG Connect through the Diocese of Peoria. Go to this website: <https://peoria.cmgconnect.org/> and fill out the information for "Register for a New Account"

Parent Volunteer:

Once you have created an account, please complete the following training requirements:

1. **Safe Environment Training** - If you have completed this training in the past, you must now complete it online through the CMG Connect portal, please and thank you.
French version available too
 - Effective Wednesday, November 15, 2023, DCFS will no longer be accepting paper forms for the CANTS (Child Abuse & Neglect Tracking System) background checks. All CANTS background checks will be processed through an online portal. Please destroy any previous versions of the CANTS form, as DCFS will no longer accept the old version(s) for processing.
 - Users completing the safe environment training module in CMG Connect will be prompted to complete a CANTS application form (see attached document). The user will complete the application online (electronic or printed signatures accepted) and will hit "Submit." This will send the application directly to cantspeoriadiocese@gmail.com. After the Diocese has uploaded the information into the DCFS portal, the user will receive an email from DCFS with instructions for creating an account to verify that the information uploaded into the portal is correct. The user will then follow the directions provided by DCFS to complete the CANTS submission for processing. Users will have 30 days to complete the submission or they will have to begin the process again.
 - The Selection.com federal background check usually is returned rather quickly. The school can check your certification status at any time and will verify you are in compliance each school year.
2. **Drive Safe Training** - Please complete this training in its entirety.
 - The school can check your certification status at any time and will verify you are in compliance each school year.

Coach Volunteers:

1. **Safe Environment Training** (see instructions above)
2. **Drive Safe Training** - Please complete this training in its entirety.
3. **Bloodborne Pathogens** - Please complete this training in its entirety.

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Diocese of Peoria Requirements

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Student Teachers/Student Observers:

1. Safe Environment Training

- a. Effective **Wednesday, November 15, 2023**, DCFS will no longer be accepting paper forms for the CANTS (Child Abuse & Neglect Tracking System) background checks. All CANTS background checks will be processed through an online portal. Please destroy any previous versions of the CANTS form, as DCFS will no longer accept the old version(s) for processing.
- b. Users completing the safe environment training module in CMG Connect will be prompted to complete a CANTS application form (see attached document). The user will complete the application online (electronic or printed signatures accepted) and will hit "Submit." This will send the application directly to cantspeoriadiocese@gmail.com. After the Diocese has uploaded the information into the DCFS portal, the user will receive an email from DCFS with instructions for creating an account to verify that the information uploaded into the portal is correct. The user will then follow the directions provided by DCFS to complete the CANTS submission for processing. Users will have 30 days to complete the submission or they will have to begin the process again.
- c. The Selection.com federal background check usually is returned rather quickly. The school can check your certification status at any time and will verify you are in compliance each school year.

2. **Drive Safe Training** - Please complete this training in its entirety.

3. **Bloodborne Pathogens** - Please complete this training in its entirety.

4. **Sexual Harassment & the Church** - Please complete this training in its entirety.

5. **Digital Fingerprints** - both Federal and IL State Police. Please go to ONE of these companies to be fingerprinted:

- a. Accurate Biometrics: 866-361-9944; 902 N. Country Fair Dr, Champaign; next to A & B Scissors **Please get Fingerprint Applicant Form from school office**
- b. Flawless Biometrics: go to: <https://flawlessbiometrics.com>.
 - i. Click on "Schedule Fingerprinting"
 - ii. Click on "Fingerprint Submission Consent & Notification Form". Complete this form, then PRINT and bring a hard copy with you to the appointment.
 1. The requesting agency is: Holy Cross Elementary
 2. The Agency ORI# is: ILL13671S
 3. Leave all other agency information blank

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- iii. Complete and submit the online “Request Fingerprinting Form”
- iv. Bring the ***CDOP Fingerprint Applicant Form***. ***You can get this form from the school office.***
- v. Look for correspondence from Flawless Biometrics via email to set up a time and place to meet for your fingerprinting appointment. You can feel free to meet them here at Holy Cross School.