



# PTO 2016-2017 (VIPS) VOLUNTEER SIGN-UP

**The St. Laurence Catholic School PTO is very excited to roll out our new automated volunteer sign-up process for the 2016-2017 school year!** Get involved! Make a difference! All the activities/events available for sign-up are completely run by volunteers and that's why we strongly encourage 100% family participation. Please review and select any programs that you would be willing to help make a success. The school and children are depending on your support.

***Please note, individuals must be VIRTUS certified in order to volunteer. Volunteers are required to attend "Keeping the Promise Alive" after 5 years of attending the VIRTUS training ("Protecting God's Children"® program) to maintain VIRTUS compliance and volunteer at St. Laurence. For more details go to <http://www.virtusonline.org/>.***

## **Follow these simple steps to sign-up:**

1. Go to [www.SignUpGenius.com/go/20F0C44AFAC28A13-20162017](http://www.SignUpGenius.com/go/20F0C44AFAC28A13-20162017) or <http://tinyurl.com/hadxxkh> \*
  - Enter Access Code – SLCS
2. Select one or more activities/events for which you would like to volunteer.
  - At the point in time the activity/event approaches, you will be contacted by the coordinator with specifics on dates/times for the activity/event and available volunteer spots.
3. Click the green "Submit and Sign Up" button at the bottom of the page.
4. On the next screen, you will be prompted for your contact and VIRTUS training information.
  - If both parents would like to volunteer, please fill out two separate forms.
  - The field "Family Last Name" should be the last name of the children.
  - You can optionally create an account, but it is not required. If you choose to do so, you will be able to modify your selections at a later point in time.

***If you have any issues with this process, please contact [Christina.stanton2@yahoo.com](mailto:Christina.stanton2@yahoo.com) or 832.867.1271. Paper forms can be provided upon request in the event that the volunteer sign up cannot be completed online.***

**\*This form is also available on the EdLine home page and will allow you to click directly on the link to access the sign-up page.**