

Steubenville on the Bayou VOLUNTEERS

Your Registration is NOT complete when you finish the online registration. Your registration is not completed until the Steubenville Conference Office receives the following documents from you:

- Completed and signed Liability Form;*
- Completed and signed by your priest Code of Conduct;*
- Proof of Safe Environment Training
- Payment for any additional T-shirts purchased.

*These forms are located on the Volunteer page of the Steubenville Website:

www.steubenvilleonthebayou.com.

Printing Proof of Attendance and Compliance

1. Log into VIRTUS Online at www.virtus.org and enter your USER ID and PASSWORD. (This can be sent to you via email if you forgot your password by choosing the forgot password link directly below the login)
2. Select the TRAINING tab
3. On the left side of the screen, select TRAINING COMPLIANCE
4. Select the TRAINING REPORT link
5. **PRINT** the page that opens as your proof of attendance and compliance

MAIL FORMS TO:

Diocese of Houma-Thibodaux Conference Office
P.O. Box 505
Schriever, LA 70395

You will receive a confirmation email from the Steubenville Conference Office. You will be given 2 weeks from the date of your online registration for all of your paperwork to be submitted.

If your paperwork is not received within 2 weeks, you will lose your volunteer spot.

Please reply to the email from the Conference office if there will be any delay.

If they do not hear from you within 2 weeks, you will lose your volunteer spot.

Volunteer Code of Conduct forms may be submitted to the youth office and we will obtain Father Leo's signature and mail the Code of Conduct forms for you. Please mail the other paperwork to the conference office and email them that your Code of Conduct will be mailed by your parish – you are waiting on your pastor's signature.