

Group Leader VOLUNTEER REPORT

Submit this report to the Parish Office by the first of every quarter (January 1, April 1, July 1, October 1)

Directions

Registration of current volunteers by group leader

- On a separate sheet, make a list of the current volunteers in your ministry.
- Mark the list if anyone has become inactive and list reason (if appropriate).
- Make note on your list of any issues the parish administration should be made aware of.

For new volunteers:

- All new volunteers have to fill out a "Volunteer Information Form" (attached).
- They are to pre-register for a Virtus Session before they begin their ministry. Pre registration is done online: www.virtus.org or call George Zmary at the Parish Office for assistance.
- Once they have attended a session, they will provide the parish with the paperwork (copy of virtue card, authorization for a background check, signed acknowledgement).
- If they have already been trained, we need a copy of their card and a new background check will have to be done.