

Volunteer Application Process

Please follow the steps below to complete the volunteer application process. Volunteers 18+ are required to create a VIRTUS account & a Give Pulse account.

Step One: Create a VIRTUS account to submit your Criminal Background Check and gain access to the three required online trainings.

1. On www.virtus.org select **"First-Time Registrant"** (found on the left side of the screen).
2. Select **"Begin the registration process"**.
3. When asked to select your Archdiocese /Diocese/Religious Organization – Select **"San Antonio, TX (Archdiocese)"**.
4. Indicate if you have registered on VIRTUS before. If yes, you will be redirected to reset your password. If no, please move to step #5.
5. Create a User Name and Password.
6. Complete requested information located on your identification card.
7. Select **"Catholic Charities – San Antonio"**.
8. Select **"Volunteer"**.
9. Select **"YES"** when asked if you'll be in contact with Minors.
10. Select **"YES"** when asked if you'll be interacting with Vulnerable Adults.
11. Complete the following training:
 - Protecting God's Children Online Maltreatment Awareness Session
 - Sexual Harassment Online Training Module 1.0
 - Vulnerable Adults Training Module

Step Two: Create a Give Pulse account to access the Volunteer Application.

1. Select **"Sign In"** (found on the top right corner).
2. Select **"Sign up"** (found under the green log in button).
3. Enter your information and create a username and password (if you have a username and password, skip step one).
4. It will redirect you to your **Dashboard**.
5. Select **"Browse Now"** on the **registration box** (found under the dashboard box).
6. Select **"Groups"** (located on the top right-hand side).
7. On the search bar, type **Catholic Charities Archdiocese of San Antonio** using the **"78212"** zip code.
8. Select **"Catholic Charities Archdiocese of San Antonio"**
9. Select **"Join"**
10. Complete the volunteer application.
11. Scroll down and select **"Continue"**

When all steps are completed, you will become a **pending member** until approved by the Volunteer Department.

If you have any questions or upon completion of the steps, please contact our Volunteer Department at VolunteerDepartment@ccaosa.org

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