



St. Anthony's

Please print out a copy of this and read CAREFULLY based on your schedule. You **MUST** attend orientation if you're a new tutor for St. Anthony's.

ORIENTATION DATE

- For NEW tutors only: VIRTUS training. **St. Anthony's is trying to schedule one on site. Will send you more information next week.**
- This orientation will include the ADW required Child Protection Workshop (VIRTUS training) and background check. Please bring ADW volunteer application form, two forms of government-issued identification (driver license, birth certificate, passport) and \$13.50 in cash to complete your background check.

ORIENTATION LOCATION: On site

START DATE

Monday, February 8th unless otherwise specified

SITE LOCATION

St. Anthony's Catholic School
3400 12th Street NE
Washington, DC 20017

SITE TRANSPORTATION

Meeting time: 15 minutes before tutoring time.

Where to meet: Top of metro

Type of transportation: Walking

1. Use the metro tunnel to cross the bridge on Michigan Ave.
2. Walk toward Monroe St.
3. Take a left onto Monroe St.
4. Take a right on 12th St.
5. The main entrance to the school has a blue awning over the door. Look for it on the right after you pass St. Anthony Church.

FINGERPRINTING AND BACKGROUND CHECK

- For NEW TUTORS ONLY. If you are returning to this site, you do not need to fulfill this requirement.
- Location: St. Anthony School during training
- Cost: \$13.50 (CASH ONLY)

OTHER REQUIREMENTS

- No TB test needed!
- Archdiocese of Washington Volunteer (ADW) Application (print here <http://site.adw.org/pdfs/Volunteer%20Application%20-%20Updated%20092013.pdf>)
- VIRTUS training (NEW tutors only)
 - Go to www.VIRTUS.org
 - Click Register on the left-hand side. Then click Begin Registration process.
 - Select Washington, D.C. (Archdiocese).
 - Create a Username and Password.
 - Fill in the user information
 - Select Saint Anthony of Padua (Site #105).
 - Answer the questions. Select Volunteer and then write DC Reads tutor if they ask you for a title.
 - Select the training you wish to attend. ***St. Anthony's is trying to schedule a training on site for either 2/2 or 2/9.** If you cannot make it, select another session that works with your schedule and let your site supervisor know.
 - Complete Registration.
 - Once you receive your confirmation certificate via email, please forward that email to Rebecca (dzidarm@cua.edu).

*PLEASE NOTE the ADW volunteer app must be completed and turned into St. Anthony's and the VIRTUS account must be created BEFORE attending VIRTUS training.

IMPORTANT CONTACTS

Team Leader:

- Kim Osborne 45osborne@cua.edu

Site Supervisors:

- Anne Hedian anne.hedian@catholicacademies.org 202-526-4657

*Please Note: St. Anthony's follows Prince George's County Maryland weather advisory.