



## ***VOLUNTEER OPPORTUNITIES AND INFO***

### ***August 2025 School Year***

Greetings to ALL New and Returning Families -

St. Stephen's School is kept going daily through the efforts of **many** volunteers. Your time and talents are always appreciated here! Our school is known for the generous support by parents, grandparents, and parishioners of their time and talents. We truly value each of you and your talents you bring to our community!

ALL parents/guardians/families are **highly encouraged** to share their time and talents by giving a minimum of **10 hours** during this school year. There are daily, weekly, evening and weekend events during the school year that are very obtainable and a win/win for all! All "in classroom" and field trip volunteers are arranged directly with your students' classroom teacher. All other opportunities are available through the portal. Also, please be sure and check with your employers, many are flexible in giving time off to volunteer during the workday.

**\*\*\*If you are a new family, you will have 2 items to complete.**

**First**, required Virtus Training -

The Archdiocese of St. Paul/Minneapolis requires that all volunteers who have any contact with minors and/or vulnerable adults must complete the "**Essential Three**" requirements which must be renewed every **three years** - **VIRTUS Safe Environment training, Background Check & Code of Conduct.**

To complete the "Essential Three" and become an approved volunteer, first visit [www.virtus.org](http://www.virtus.org) and click on **First-Time Registrant**, then **Begin the Registration Process** (select "**St. Paul and Minneapolis, MN Archdiocese**"). Ideally, use a laptop to complete - this process takes approximately 90 minutes and the background check takes up to 2 weeks to return.

**New VIRTUS users:** Click here [NEW USERS](#), or click here for [UPDATING YOUR ACCOUNT](#) (not new to Virtus).

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**\*\*\*Second**, to obtain access to our On Volunteer Portal, see information and instructions below.

## **St. Stephen's School On Volunteer Portal**

St. Stephen's School uses a software program called OnVolunteer to make it easy for parents to find volunteer tasks. Using this program parents and other volunteers are able to see and sign up for current volunteer needs and opportunities. Each family has their own unique password-protected website, aka 'portal'. From within your own portal, you will be able to View and sign up for available volunteer tasks and more.

## **How to Access your OnVolunteer Portal**

The first time you log in (below), you will see a Start Guide screen. This has 4 short videos which will familiarize you with your portal. We recommend you watch at least the first video - the Intro Video. This will bring you to the start guide. This will show you how to personalize your password (strongly recommended for security purposes). When you click to proceed, you will then be able to log on. An account **has been set up** for each family. Please reach out to me if you are not seeing your account.

### **Portal Login Info:**

You can log into your portal at the following URL:

<http://SS.Anoka.onvolunteers.com>

Username is (The primary email the family uses with our school).

**NEW FAMILIES 2025 Parent Default Password:** Parent@SS2025

**RETURNING FAMILIES 23-25 Parent Default Password:** SS@Anoka2023

Every time you come in for a shift, you will check in/out with your assigned 4 digit PIN number (EX: 4576), located in blue to the right of the front of your portal screen.

We are SO blessed to be part of this amazing volunteer community! I am here to answer any questions, please do not hesitate to reach out!

**Blessings,**

**Barb Novinska, Administrative Assistant/Volunteer Coordinator at**  
[bnovinska@ststephenchurch.org](mailto:bnovinska@ststephenchurch.org) or call 763-421-3236, ext 302.

