

RC Activities Volunteer Process

February 2021



Volunteer Registration

- Go to <https://rcactivities.com/volunteers>
- Log in to begin the registration process

Volunteer Certification

You must **login** or **register** to view this form. ×

Welcome to the RC Activities, Inc. Online Volunteer Registration page

NOTE: You must be **logged in** to see the online form at the bottom of this page or create a new account

Thank you for your generosity in choosing to serve and give of your time and talent in [Regnum Christi leadership](#), sponsored events and programs. In order to begin serving in your leadership role or to attend an overnight activity with youth, you will need to acquire a [Volunteer Certificate](#) by completing the certification steps outlined below. Volunteer certificates are valid for 3 years and must be presented to your local event coordinator or director before the event begins. Even if you have a valid certificate from your local diocese, RC Activities requires that you complete this process which is mandated by our insurance carrier. The certification process typically takes 1-2 weeks for processing, so please ensure that you register early prior to your participation in the event.

COST: You will need to register and apply through our external vendor "**Sterling Volunteers**". Approximate processing fees are listed below:





- **Volunteer Certification with Background Check** - base price is \$21.75 + State and local fee (fees vary and are subject to change by State and County - typically an additional \$5-\$10. ME is \$26 and NY is \$65)
- **Volunteer Certification with Background Check including Volunteer Drivers MVR report** - base price is \$28.25 + State and local MVR fees (fees vary and are subject to change by State and County - typically an additional \$6-\$12, except LA, OK, RI, DE, ME, and VT \$18-\$28)

Complete the Volunteer Registration Form

- Download and read required documents in items 1 - 3
- Note Volunteer Driver policy for preapproved drivers only (not common)
- Read steps to complete online registration process
- NOTE: Safe Environment training with your local diocese is required. Contact your diocese for more information on their process.

Download and read the following documents:

NOTE: It is mandatory that all volunteers read the following documents prior to volunteering at an event or program.

1. [Safe Environment Policy](#) 
2. [Code of Conduct](#) 
3. [Company Background Check Policy, Volunteer Agreement, FCRA](#) 
4.  [Volunteer Drivers Policy](#) (This process is for preapproved drivers only. READ ENTIRE POLICY) NOTE: *Event director must obtain prior approval from the RC Activities national office prior to completing the volunteer driver process. Email customerservice@rcfed.org for volunteer driver approval and support prior to processing your Motor Vehicle Report request with Sterling Volunteers.*

Complete the steps below:

- Complete the web forms below and click on the SUBMIT button (You must be logged in to complete this form)
- You will be redirected to a webpage with a link to complete your background check through *Sterling Volunteers* (Choose either Volunteer Certification. Preapproved applicants only may chose Volunteer Certification including Volunteer Drivers)
- All volunteer processing fees must be paid online to *Sterling Volunteers*
- You will receive an email notification once the background check is cleared and your RC Activities Volunteer Certificate has been issued
- All Volunteers are required to complete Safe Environment Training in their local diocese

Questions? Email SafeEnvironment@RCActivities.com or call (855) 556-6872 Opt 2, Ext. 1

Complete online form and online signature

- You must certify by checking that you agree and sign that you have read all required documents prior to submitting

Safe Environment Policy

I have clicked on the blue link below and have read and understand the RC Activities, Inc. Safe Environment Policy *

[Safe Environment Policy](#)

I agree

Safe Environment Policy Signature - I understand and agree that my electronic signature is being applied to my certification that I have read and understand the RC Activities, Inc. Safe Environment Policy and will be valid in a court of law. *

[Clear signature](#)

Use your mouse (computer) or finger (tablet or phone) to sign.

Code of Conduct

I have clicked on the blue link below and have read and understand the RC Activities, Inc. Code of Conduct *

[Code of Conduct](#)

I agree

Code of Conduct Signature - I understand and agree that my electronic signature is being applied to my certification that I have read and understand the RC Activities, Inc. Code of Conduct and will be valid in a court of law. *

[Clear signature](#)

Use your mouse (computer) or finger (tablet or phone) to sign.

Volunteer Agreements

I have clicked on the blue links below and have read and understand the Company Background Check Policy, Volunteer Agreement, and the FRCA notice (and Volunteer Driver Policy if applicable) *

[Volunteer Agreement, FCRA, and Company Policy for Background Checks \(please read entire document\)](#) [Volunteer Driver Policy \(volunteer drivers only - please print and complete last two pages\)](#)

I agree

Volunteer Agreement Signature - I understand and agree that my electronic signature is being applied to the legal document "Volunteer Agreement" and will be valid in a court of law. *

[Clear signature](#)

Use your mouse (computer) or finger (tablet or phone) to sign.

Proceed to process your Background Check

- After you **Submit** your volunteer registration, you will be redirected to this page.
- Click the first **Volunteer Certification** link to complete your background check through *Sterling Volunteers*.
- ***ONLY if instructed by your event director, click second link for Volunteer Certification including Volunteer Drivers which includes a background check with MVR – applicant must read Volunteer Driver Policy as well.***



RC ACTIVITIES, INC.

Volunteer Certification

Thank you!

To complete the background check and certification process, [please click on the appropriate link below](#) to go directly to our RC Activities account at *Sterling Volunteers*.

[Click here to complete your Volunteer Certification - **CLICK HERE**](#)

[Preapproved applicants only may click here to complete Volunteer Certification including Volunteer Drivers \(prior authorization from your program director required\) - **CLICK HERE**](#)

You will need to create an account on the *Sterling Volunteers* website then follow the provided instructions to complete the certification process and payment online.

Questions: please call (855) 556-6872 Ext. 1 M-F 8am-4pm ET

[Go back to the form](#)

Sterling Volunteers

- You will be redirected to the *Sterling Volunteers* website
- Create an account on this site to process your background check
- RC Activities will be notified by Sterling Volunteers once complete



Ordering a volunteer Background Check

Welcome! Volunteering is an important piece of the fabric of society, and it looks like you are interested in taking part! Most volunteer organizations require their volunteers to undergo a background check to ensure their safety as well as the safety of everyone involved in the program and community. That's why you're here - to place an order for a background check. Before moving forward with your background check order, fill out the form on the right to register - free of charge - to join the Sterling Volunteers community. Then you'll be able to order your check in just 4 easy steps (less than 5 minutes!).

Who is Sterling Volunteers?

Sterling Volunteers is a volunteer screening platform trusted by thousands of volunteer organizations across the country. We are the first and only screening provider to allow volunteers to own and control their own background checks. That means you can pay for your check once, and share it with other organizations in the Sterling Volunteers community - for free! Learn

Register and Start Your Order

Please create an account by filling in the fields below.

Already have an account? [Click here to login](#)

[Username & Password Requirements](#)

- Set up security questions now
- By checking this box, I accept and agree to comply with the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

Submit

Volunteer Certification Notification

- Once a cleared report is received by *Sterling Volunteers*, you will receive an email from RC Activities notifying you that your volunteer certificate has been issued to you by RC Activities
- Download this certificate and send to the event director you are working with
- All certificates are valid for 3 years

Volunteer Certification

RC Activities, Inc.
525 Tribble Gap Road—STE 1466
Cumming, GA 30028
(855) 556-6872

RC Activities, Inc.



This certifies that as of 2/12/2021

Volunteer Name

has successfully completed background screening and is now a current Volunteer for

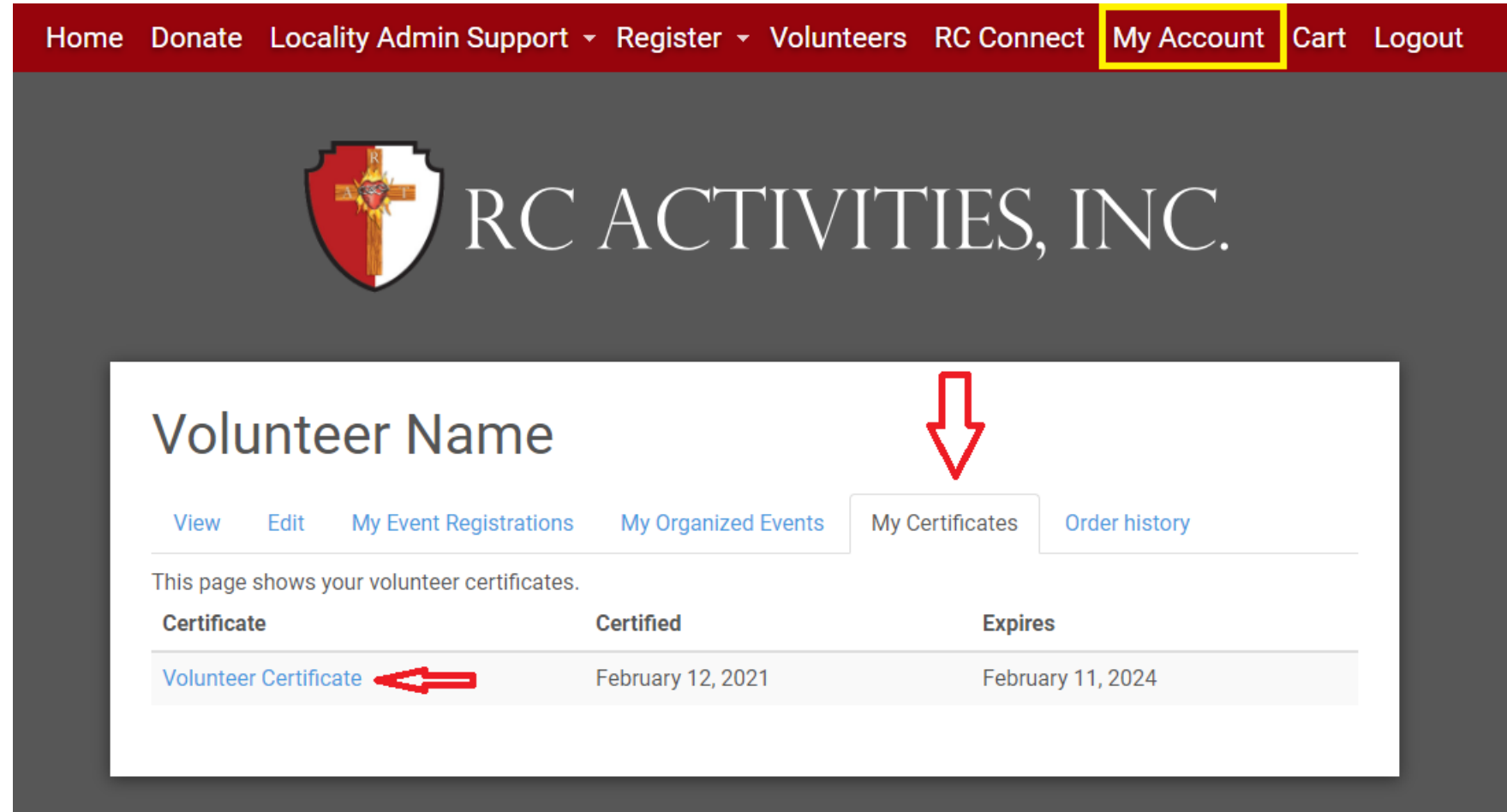
RC Activities, Inc.

The above stated volunteer is in good standing with all rights and privileges pertaining thereof through **February 11, 2024** provided he/she abides by all policies and procedures promulgated by RC Activities, Inc.

Certificate to be renewed on
February 12, 2024

My Certificate in My Account

- Your volunteer certificate will be in your account
- Click on *My Account*
- Click the *My Certificates* tab
- Click on the blue link to open and download your Volunteer Certificate



The screenshot shows the website interface for RC Activities, Inc. The top navigation bar is dark red with white text for 'Home', 'Donate', 'Locality Admin Support', 'Register', 'Volunteers', 'RC Connect', 'My Account', 'Cart', and 'Logout'. The 'My Account' link is highlighted with a yellow border. Below the navigation bar is a dark grey header with the RC Activities, Inc. logo (a shield with a cross) and the text 'RC ACTIVITIES, INC.'. The main content area is white and features a 'Volunteer Name' section. A red arrow points down to the 'My Certificates' tab, which is highlighted with a white border. Below the tabs, a message states 'This page shows your volunteer certificates.' A table with three columns: 'Certificate', 'Certified', and 'Expires' is displayed. The first row contains a blue link 'Volunteer Certificate' (pointed to by a red arrow), the date 'February 12, 2021', and the date 'February 11, 2024'.

Certificate	Certified	Expires
Volunteer Certificate	February 12, 2021	February 11, 2024

Customer Support

Anna Kulway

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akulway@rcfed.org

855-556-6872 Opt 2, Ext 1