



IL Mandated Reporter Training

We are delighted to welcome you as a volunteer to [The Salvation Army Metropolitan Division](#)! Volunteers are integral in helping The Salvation Army Do the Most Good locally in greater Chicagoland, Northern Illinois, and Northwest Indiana.

Based on your volunteer position OR location of service, you have been identified as a **Mandated Reporter by the Illinois Department of Child and Family Services (IL DCFS)**. A new law in IL now requires Mandated Reporters to take a special online training course. This does not replace Safe From Harm (SFH) training that is required for standard volunteers by Salvation Army policy. We ask that you complete this training and send verification within 60 days of your start date.

Please follow these directions to complete this process:

- 1- **Complete IL Mandated Reporter training** by creating a log in and following the given instructions at <https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>.
 - You will need to access a computer to complete all steps. If you do not have a computer, contact your volunteer site to complete in person.
 - Once completed, **SAVE your completion certificate as a PDF on computer**. To do this, click the circle next to "PDF," and then click "View course certificate." (You do not need to click "Send course certificate" option.)

1 Course(s) Completed

 - completed on November 18, 2020

[View course certificate](#) ○ HTML ● PDF

[Send course certificate](#)
- 2- **Complete the 2 page IL Mandated Reporter Acknowledgement Form** found on the Metro Volunteer Trainings webpage – <https://centralusa.salvationarmy.org/metro/volunteer-trainings/>
 - Choose the PRINT option and PRINT TO PDF via Microsoft Print to PDF or similar application. This will prompt you to SAVE the electronically "printed" document.
 - SAVE it on your computer.
- 3- **Notify The Salvation Army of your completion of the IL Mandated Reporter training and upload the 2 PDF documents you have saved at** <https://sfhreports.wufoo.com/forms/x10v00yq0doivix/>.
 - Under "**Position(s) within The Salvation Army**," select "**Volunteer only**" unless you additionally are an Employee, Envoy, Retired Officer, or Contract Worker.
 - Under "**Division or Command of Salvation Army affiliation**" select "**Metropolitan Division**."
 - Upload the 2 PDF documents you have saved to this form. The Salvation Army Volunteer and Safe From Harm Departments will receive all needed information once you click Submit.

Thank you for your cooperation! Should you have any questions regarding this process, please contact the Metropolitan Division Volunteer Department at metvolunteer@usc.salvationarmy.org.

Regards,
Metropolitan Division Volunteer Department
Amber Levesque + Suzie Brashler

Volunteer Positions that Require IL Mandated Reporter Training

To ensure safety of youth who engage with The Salvation Army, we require this training be completed by anyone who will be volunteering directly with youth (under 18). The list is not comprehensive and is subject to change upon continuing review

Administrative

- Assistant Corps Sergeant Major
- Corps Cadet Counselor
- Corps Sergeant Major
- Volunteer Coordinator

Church Activities

- Junior Church Coordinator
- Discipleship – Small Group Leader
- Discipleship – Small Group Coordinator
- Discipleship – Small Group Host
- Sunday School Record Sergeant
- Sunday School Superintendent
- Sunday School Teacher

Holiday Activities

- Angel Tree Assistant

Music Activities

- Bandmaster
- Deputy Bandmaster
- Music Instructor
- Steel Pans Instructor
- Songster Leader

Social Service Activities

- Shelter Chaplain
- Social Services Chaplain
- Social Services Sergeant
- Emergency Services Assistant

Youth Activities

- Adventure Corps Chaplain
- Adventure Corps Leader
- Girl Guard Chaplain
- Girl Guard Leader
- Sunbeam Leader
- Coach
- Computer Lab Assistant
- Gym Aid
- Teacher – After School Program
- Tutor

- Child Care Volunteer
- Child Care Director
- Child Care Intern
- Day Camp Counselor
- Cradle Roll Sergeant
- Junior Soldiers' Sergeant
- Young People's Sergeant Major
- Youth Group Chaplain
- Youth Group President
- Youth Group Recreation Director
- Youth Group Secretary
- Youth Group Vice-President
- Youth Van Driver
- Youth Band Leader
- Singing Company Leader

All standard volunteers for the below institutions/programs require the IL Mandated Reporter training.

- **Service Extension**
- Emergency Disaster Services
– *Emotional and Spiritual Care Volunteers*
- **Stop-It**

Standard volunteers who engage directly with youth at the below institutions require the IL Mandated Reporter training.

- Evangeline Booth Lodge
- Red Shield Center
- Shield of Hope
- Kroc Center