



## VOLUNTEER CLEARANCE PROCESS

Dear St. Serra Parents,

Thank you for offering your time and talents to volunteer at St. Serra. Your involvement is a key part of our success in providing our students with a strong Catholic faith-filled environment and academic experience to take with them on their journey through life.

Our goal is to make sure we do everything we can to keep our students safe; this includes following the directives of the Diocese of Orange for the volunteer clearance process.

### Step 1: Fingerprint Clearance (Livescan) – ONE TIME ONLY

- [CLICK HERE](#) for the 'Safe Environment Applicant Information for Live Scan' form.
- Complete all sections of the form. For "Job Title" check "Volunteer". It is recommended to check all of the boxes under "Check all that apply:" (working with children, money, and driving a vehicle). ***Under "Personal Information" leave the SSN# line blank on the form.***
- Forward your completed form via email to [safeenvironment@serraschool.org](mailto:safeenvironment@serraschool.org) OR drop it off at the School Office in a sealed envelope to the attention of Diana McCarron.

### Step 2: Safe Environment Online Course – REQUIRED EVERY THREE YEARS

- [CLICK HERE](#) to be directed to the CMGConnect website. If you need instructions for setting up a new account, [CLICK HERE](#).
- Under "Required Trainings", click on the module titled "Safe Environment Training 'Safe Haven – It's Up to You'" and complete the online training. This is the only training required at this time.

**Step 3: PRESCHOOL VOLUNTEERS ONLY:** [CLICK HERE](#) to view the additional requirements for preschool volunteers.

For the benefit of all, we ask you to please be proactive in getting your clearance to volunteer at St. Serra done as quickly as possible. Your cooperation is greatly appreciated. Should you have any questions, please contact Diana McCarron at [dmccarron@serraschool.org](mailto:dmccarron@serraschool.org).