



# 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.

With the addition of the 'proof of vaccination for COVID-19' requirement, the following steps are now required by ANYONE wishing to volunteer at St. Serra in any capacity.

## 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. "Ministry" can be left blank. 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 [dmccarron@serraschool.org](mailto:dmccarron@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.

## Step 3: Proof of COVID-19 Vaccination or Negative COVID-19 Test

- **(a) Proof of Vaccination for COVID-19:** Scan and email a copy of your COVID-19 Vaccination Card to [safeenvironment@serraschool.org](mailto:safeenvironment@serraschool.org). Alternatively, you may drop off a copy at the School Office.
- **(b):** If you are not able to provide proof of vaccination under (a) above, you will be required to **provide proof of a negative COVID-19 test showing results from within the previous 72 hours** to the receptionist EACH time you come onto campus to volunteer, OR to a designated person for an offsite St. Serra event. We will not keep copies of these test results.
- **NOTE:** St. Serra will only accept FDA-approved test results which will have the individual's name and date of test clearly marked.

**Step 4: 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).