



# ST. SERRA CATHOLIC SCHOOL VOLUNTEER CLEARANCE PROCESS

Dear St. Serra Parents,

Thank you for offering your time and talents to volunteer at St. Serra.

In order to volunteer, we require that all volunteers who work directly with children must be fingerprinted through the Diocese of Orange and complete the online Safe Environment training course.

To start your clearance process, please follow the instructions below:

## **Step 1: Fingerprint Clearance (Livescan)**

(one time only)

- All first-time volunteers must have an in-person meeting to start the clearance process. Please book your meeting [HERE](#).

## **Step 2: Safe Environment Online Course**

(required every three years)

- [CLICK HERE](#) to be directed to the CMGConnect website and create your account.  
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'**". Complete the training and email your certificate to [safeenvironment@serraschool.org](mailto:safeenvironment@serraschool.org). 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 Mrs. Donna Hess at [safeenvironment@serraschool.org](mailto:safeenvironment@serraschool.org).

*Updated 06/27/2025*