



Parent/Alumni Volunteer Sign-up Instructions

NEW VOLUNTEER:

1. Complete the **PARENT /ALUMNI VOLUNTEER SIGN-UP FORM** (*Required yearly*)
 - Please go to: www.smhs.org/volunteers
2. Complete the **SAFE ENVIRONMENT TRAINING** (*Required once every three years*)
 - Please go to: <https://orange.cmgconnect.org/>
 - Complete the online training
 - Print the certificate and turn in to the Front Desk or email to ladoj@smhs.org

Important:
The above 2 steps and forms must be completed and submitted to the SMCHS front desk before requesting fingerprinting forms
3. Complete **FINGERPRINTING** required by the Diocese of Orange (*Required only once*)

The fingerprinting process can take up to two weeks, please plan accordingly

 - Contact Joanne Lado to register for the fingerprinting forms at: ladoj@smhs.org
 - Upon registering to be fingerprinted, you will be given the approved fingerprinting locations for the Diocese of Orange. The average cost for fingerprinting is \$67.
 - If you have been fingerprinted while attending another Diocese of Orange school, indicate the name of the school on the Parent Volunteer Sign-up Form and your date of birth. Prior fingerprinting from a school in the Diocese of Orange is acceptable and you will be informed of your clearance.

RETURNING VOLUNTEER:

- 1, Complete a **PARENT VOLUNTEER SIGN-UP FORM** (*Required yearly*)

NEW & RETURNING VOLUNTEER DRIVER:

1. **If you wish to become a driver**, Complete the **DEFENSIVE DRIVER TRAINING** at <https://orange.cmgconnect.org/> , print the certificate of completion and submit to ladoj@smhs.org.
2. We also need a copy of your Drivers License and a copy of the Declaration Page of your car insurance.
3. Please sign the **ADULT HOLD HARMLESS WAIVER & RELEASE FORM** found on our website. Please return the completed signed copy to ladoj@smhs.org .
4. **DIOCESE OF ORANGE POLICY AGAINST SEXUAL MISCONDUCT**— Acknowledge by signing pages 1 & 12 and submit signed pages to ladoj@smhs.org

For online forms and instructions, please go to: www.smhs.org/volunteers

Questions:

Contact: Parent Volunteer Liaison: Joanne Lado at ladoj@smhs.org or 949-766-6000 ext. 1053