



SANTA MARGARITA CATHOLIC HIGH SCHOOL

2023-2024 PARENT/ALUMNI VOLUNTEER SIGN-UP

THIS FORM MUST BE COMPLETED EACH SCHOOL YEAR FOR ALL NEW AND RETURNING VOLUNTEERS
For NEW VOLUNTEERS who need Fingerprinting, the clearance process can take two weeks.

Date _____ ☐ New ☐ Returning ☐ Alumni
 Year Graduated _____

Volunteer's Name _____

Address _____

City _____ State _____ Zip Code _____

Email address (Preferred Method of Contact) _____

Phone Numbers: Cell _____ Daytime _____ Evening _____

Student (s) Name and Grade (s): _____

IF PREVIOUSLY FINGERPRINTED FOR A SCHOOL IN THE DIOCESE OF ORANGE, PLEASE INDICATE WHICH SCHOOL AND YOUR DATE OF BIRTH AND WE WILL BE ABLE TO TRANSFER YOUR FINGERPRINT RECORDS TO SMCHS:

School: _____ DOB: _____

PARENT VOLUNTEER CLEARANCE PROCESS (can take two weeks to complete) For online policies, forms and instructions, please go to www.smhs.org/volunteers

1. Complete this PARENT VOLUNTEER FORM (required every school year)
2. Complete the SAFE ENVIRONMENT TRAINING (required every three years)
 Please go to: <https://orange.cmgconnect.org/>
 Complete the online training, print the certificate of completion and submit to Volunteer@smhs.org.
3. Complete FINGERPRINTING through the Diocese of Orange (required only once)
 Please contact: Volunteer@smhs.org to begin this process
4. Diocese of Orange Policy Against Sexual Misconduct— Please read full policy and acknowledge by signing page 1 and submit signed page. Policy can be found at www.smhs.org/volunteers under new and returning volunteers.
5. Complete and sign the Adult Hold Harmless Waiver & Release form. Submit all of the above to volunteer@smhs.org
6. If you wish to become a driver, Complete the DEFENSIVE DRIVING TRAINING module entitled Defensive Driving Curriculum (Video Only).
 A. Please go to: <https://orange.cmgconnect.org/> print the Certificate of Completion
 B. We will also need a copy of your Drivers License, copy of Declaration Page of Car Insurance which shows liability limits

BELOW ARE SUGGESTED AREAS WHERE VOLUNTEERS ARE NEEDED

- | | |
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| <input type="checkbox"/> I am willing to help in any area | <input type="checkbox"/> Docents (Tours, Admissions) |
| <input type="checkbox"/> Assembling mailers, Clerical help | <input type="checkbox"/> Nurses' Office (Licensed Only) |
| <input type="checkbox"/> IB/AP Test Supervision (Proctors) | <input type="checkbox"/> Grandparents Club/Day |
| <input type="checkbox"/> Art Work, Decorations, Posters | <input type="checkbox"/> Photography/Videography |
| <input type="checkbox"/> Campus Ministry Retreat Chaperones | <input type="checkbox"/> Campus Ministry Day Field Trip Chaperones |
| <input type="checkbox"/> Athletic Team Support | <input type="checkbox"/> Drivers for Sports Teams/Clubs/ Extra Curricular |
| <input type="checkbox"/> Activities Office | <input type="checkbox"/> Robotics |
| <input type="checkbox"/> Attendance/Discipline Office | <input type="checkbox"/> Advancement Office |
| <input type="checkbox"/> Arts Alliance | <input type="checkbox"/> Eagle Classic Golf Tournament |
| <input type="checkbox"/> Blue and Gold Annual Gala | <input type="checkbox"/> Senior Pilgrimage |

Offered Service: _____

RETURN THIS FORM TO: SMCHS, Attention: Volunteer Coordinators
 22062 Antonio Parkway, Rancho Santa Margarita, CA 92688
 Email: volunteer@smhs.org revised 6/14/2023

For Office Use Only

Safe Environment _____
 Fingerprinting _____
 HH Waiver & Release _____
 PASM _____
 Defensive Driver _____
 Auto Ins Declaration page _____
 Expiration date of Ins _____
 Copy of Drivers Lic _____
 Expiration date of Lic _____
 Letter Sent/Excel _____