



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: _____

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	_____

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— h... cknowledge 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
 - 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

- | | |
|---|---|
| <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 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