



# SANTA MARGARITA CATHOLIC HIGH SCHOOL

## 2025-2026 VOLUNTEER SIGN-UP FORM

**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 forms and instructions, please go to [www.smhs.org/volunteers](http://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— Acknowledge by signing pages 1 and submit signed pages
5. **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
  - C. AND the Adult Hold Harmless Waiver & Release form signed found at <https://www.smhs.org/other/.parents/parent-involvement/volunteers>. Submit all of the above to volunteer@smhs.org

### BELOW ARE SUGGESTED AREAS WHERE VOLUNTEERS ARE NEEDED

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

Offered Service: \_\_\_\_\_

RETURN THIS FORM TO: SMCHS, Attention: Volunteer Coordinators  
22062 Antonio Parkway, Rancho Santa Margarita, CA 92688  
Email: [volunteer@smhs.org](mailto:volunteer@smhs.org) revised 5/20/2025