SANTA MARGARITA CATHOLIC HIGH SCHOOL

2026-2027 VOLUNTEER SIGN-UP FORM

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_____

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 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 — 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

_____ I am willing to help in any area
_____Assembling mailers, Clerical help
_____IB/AP Test Supervision (Proctors)
_____Art Work, Decorations, Posters
_____Campus Ministry Retreat Chaperones
_____Athletic Team Support
_____Activities Office
_____Attendance/Discipline Office
_____Arts Alliance
_____Blue and Gold Annual Gala
_____Docents (Tours, Admissions)
_____Nurses' Office (Licensed Only)
_____Grandparents Day
_____Photography/Videography
_____Campus Ministry Day Field Trip Chaperones
_____Drivers for Sports Teams/Clubs/ Extra Curricular
_____Robotics
_____Advancement Office
_____Eagle Classic Golf Tournament
_____ 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 6/03/2026**