

SAFE ENVIRONMENT TRAINING – NEW VOLUNTEERS

It can take 1-6 weeks for DOJ/FBI to complete the background check process.

A background check is required. Even if you've had it done elsewhere, Federal Law prohibits organizations from sharing information.

Volunteers are considered 'at will' for St. Rose School, Parish, and the Santa Rosa Diocese. Volunteers are not entitled to receive monetary compensation of any kind. Volunteers are not entitled to volunteer or volunteer opportunities. All volunteer assignments are at the discretion of the school administration.

Please follow these directions.

1. SET UP YOUR CMG ACCOUNT & COMPELTE ONLINE COURSES. SEE BELOW. CMG account must be set up prior to getting background check.

2. COMPLETE YOUR BACKGROUND CHECK: Use the school Live Scan form (print from newsletter) to take with you to have your fingerprints scanned. **Provide the school office with a copy of completed livescan form. Your information is kept confidential.**

- Log onto <https://cmgconnect.org>
- A drop-down box will appear asking you to select your Diocese = Santa Rosa
- **Create your account.** Be sure and select **St. Rose School** & that you are a **volunteer**.
- **REQUIRED COURSES:**
- **COMPLETE: 2023 Safe Environment Training** Not recommended to use a cell phone – use a laptop or computer to complete training, about an hour to complete.
- **COMPLETE: Safe Driving Course:** If you plan on driving on a field trip.

Field Trip Drivers

If you are selected to drive on a field trip, the Diocese has specific requirements for all drivers.

All drivers must provide the following documentation to the school office:

- Photocopy of current and valid California Driver's License
- Photocopy of current valid car registration
- Copy of **CURRENT Insurance Declaration Page**. Declaration page must show required minimum coverages, list the car and names of authorized drivers, and have a valid expiration date. **(INSURANCE I.D. CARD IS NOT ACCEPTABLE)**

Insurance amounts required:

- \$100,000 bodily injury per person
- \$300,000 bodily injury per accident
- \$100,000 property damage per accident

Drivers and or Chaperones will be required to sign a liability waiver and Hold Harmless Agreement prior to each field trip.

FINGERPRINT SERVICES

Please take the St. Rose Live-Scan form with you to have your prints done.

Be sure to BRING BACK TO ST. ROSE OFFICE A COPY OF THE FORM FOR OUR RECORDS.

The vendors listed below will charge you a nominal fee, usually between \$25-\$30 dollars.

TruScan Fingerprint Services

2324 Fourth Street, Santa Rosa

(707) 566-7226

Hours Open: M-F 9am-6pm

AMERIPRINT Fingerprint Service

Santa Rosa

2675 Cleveland Ave., Suite 7

(707) 566-1929

Appointments only

Please take the *St. Rose LiveScan* form with you to have your prints done.

**Please bring a copy of the
LIVESCAN form to the school office for our records.**