

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 & COMPLETE ONLINE COURSES. SEE BELOW. CMG account must be set up prior to getting background check.

- 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.

2. COMPLETE YOUR BACKGROUND CHECK: You must use the **school Livescan form** to complete your background check. Please **contact the school Safe Environment Coordinator** to inquire about volunteering and they will send you the appropriate Livescan form.

SEC: Ms. KC: k_paul@sonic.net or call the school office at 707-545-0379

Field Trip Driver Requirements

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.