

## SAFE ENVIRONMENT TRAINING – VOLUNTEERS

All who volunteer for any school activity that involves interaction with student's, must comply with the **volunteer requirements** set forth by the Diocese of Santa Rosa. Please follow the directions below. Contact our school Safe Environment Coordinator if you have questions. Ms. KC at: 545-0379.

**NEW VOLUNTEERS** – follow these directions (A background check is required. Even if you've had it done elsewhere, Federal Law prohibits organizations from sharing information.)

1. **BACKGROUND CHECK:** Use the school Live Scan form (pick up in school office or print from newsletter) to take with you to have your fingerprints scanned.

**Send a copy of the LiveScan form to the school office once complete.**

2. **COMPLETE ON-LINE COURSE:** Follow directions below to complete on-line training. (On-line training must be completed within 2 days of background check so data is not lost.)

- 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**.
- **COMPLETE : Safe Environment Training: 'A Safe Haven – It's Up to You'** (about an hour to complete)
- **COMPLETE: Safe Driving Course:** If you plan on driving on a field trip

**REQUIRED COURSES:** 1 & 2 are on-line courses.

1. **Safe Environment Training: 'A Safe Haven – It's Up to You':** ALL VOLUNTEERS MUST TAKE
2. **Safe Driving – ANY VOLUNTEER DRIVING ON A SCHOOL FIELD TRIP**

**TO DRIVE ON A SCHOOL FIELD TRIP** (In addition, those driving on **FIELD TRIPS** must provide the office with the following:

- a. Photo copy of **CURRENT & VALID California Driver's License**
- b. Copy of **CURRENT Insurance Declaration Page**. Declaration page must show expiration date, drivers names, cars insured, and show the following insurance coverages: (INSURANCE I.D. CARD IS NOT ACCEPTABLE)
  - \$100,000 bodily injury per person
  - \$300,000 bodily injury per accident
  - \$100,000 property damage per accident

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**RETURNING VOLUNTEERS 2020-21:** THIS IS A RENEWAL YEAR. ALL MUST COMPLETE THE NEW SAFE ENVIRONMENT COURSE ONLINE. **You must know your user name and password. DO NOT CREATE A NEW ACCOUNT if you have forgotten.** Follow prompts to reset or contact school Safe Environment Coordinator, KC Paul at: [k\\_paul@sonic.net](mailto:k_paul@sonic.net) to request a reset. **(A new background check is NOT required if you have already completed)**

- Please log onto <https://cmgconnect.org>
- A drop down box will appear asking you to select your Diocese – Santa Rosa
- **Returning volunteers should already have an account.** Log in and take the **2020 Safe Environment Training** (about an hour to complete).
- **FORGOTTEN YOUR PASSWORD?** Follow prompts to reset or contact Ms. KC in school office.

**The Diocese requires all employees & volunteers to re-certify every few years.**

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.**

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**TruScan Fingerprint Services** – Locally owned and operated

2324 Fourth Street, Santa Rosa

(707) 566-7226

Hours Open: M-F 9am-6pm

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**AMERIPRINT Fingerprint Service** – locations below – always call first

**Rohnert Park**

5685 Redwood Dr. Suite 101

(707) 588-9866

**Santa Rosa**

2675 Cleveland Ave., Suite 7

(707) 566-1929

Appointments only

**Petaluma**

755 Baywood, Second Floor

(707) 588-9866

Appointments only

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