






## Volunteer Requirements

All families are asked to complete Service Hours per our School Handbook:

*Each family is required to contribute a minimum of 40 hours per year assisting the school. Single parent households are required to give a minimum of 20 hours per year. Parents are to record the number of service hours they work. Service hours are to be submitted by families on FACTS Family Portal.*

Volunteers at St. Mary School must complete the following diocesan requirements prior to volunteering:

1. **CMG connect** – <https://sandiego.cmgconnect.org/> Create an account and complete the training videos listed below. When you create your account, be sure to select St. Mary School, not the parish.
  - Background Check – expires every 5 years- \$19 fee will be assessed via FACTS\*
  - Safe Environment Curriculum – expires every 5 years\*
  - Defensive Driving Curriculum – never expires
2. **TB test results** or a Risk Assessment form filled out by your Physician/Nurse Practitioner (Expires every 4 years )  TB Risk Assessment.pdf \*
3. **Drivers** for field trips/sporting events/etc.
  - Fill out this form  Driver Form for Volunteers (1).pdf
  - Provide copies of:
    - Unexpired Driver's License
    - Unexpired insurance Card- showing proof of having appropriate minimums
    - Unexpired Vehicle Registration for the car that will be used
4. **Additional Requirements for Coaches:**
  - DOJ/FBI Livescan  Livescan Form Diocese of San Diego-44 SMESC.pdf (never time)
  - CMG Sexual Harassment Non Supervisor Training (expires every 2 years)
  - Mandated Reporter Training for Volunteers- Select Sports/Recreation: <https://mandatedreporterca.com/> (one time)

If you have any questions, please email [office@stmesc.org](mailto:office@stmesc.org). Scan this to access digital version:



\*Must be complete to attend class field trips, even if you are only driving your own child.

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