

July 2026

To Our Lady of Grace School parents and guardians,

One area of great concern for Our Lady of Grace School is the safety of our students. To help maintain safe environments for our students, Fr. Lauro has implemented the *Our Lady of Grace Policy for School Volunteers*. Every adult volunteer that works in any capacity with Our Lady of Grace School students must successfully complete each of the requirements listed below:

VOLUNTEER REQUIREMENTS – CONTACT WITH MINORS			
FREQUENCY	REQUIREMENT	COST	NOTES
Annual	OLG Volunteer/Group Member Registration Form	n/a	Must submit a copy of a photo ID with the form 2026-2027 Volunteer Registration Form
Once	Live Scan Fingerprint Service	Location Dependent	Livescan Form - Our Lady of Grace School Locations can be found at the website below: https://oag.ca.gov/fingerprints/locations?county=San%20Diego
Every Five Years	CMG Connect – Safe Environment	n/a	CMG Connect Training Instructions Attached CMG Training Instructions *** If you already have created an account and are having trouble logging in, DO NOT CREATE ANOTHER ACCOUNT, please contact the business office ***
Every Five Years	CMG Connect – Background Check	n/a	CMG Connect Training Instructions Attached CMG Training Instructions *** If you already have created an account and are having trouble logging in, DO NOT CREATE ANOTHER ACCOUNT, please contact the business office ***
Every Four Years	Tuberculosis Risk Assessment Or TB Test	Location Dependent	Must Provide Copy of Results by September 30, 2026 https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/School-Staff-Volunteer-TB-Risk-Assessment.pdf
Every Two Years	California Mandated Reporter Training – SB 848	\$4.50	Must Complete Training by September 30, 2026 https://mandatedreporterca.com/

The list of approved volunteers is considered confidential data and will be secured appropriately. Only the OLG School Principal, Mrs. Erin Mares and the OLG School Volunteer Coordinator, Mrs. Linda Peters, will have access to the list of approved volunteers. To ensure we always maintain safe environments for OLG School students, all volunteer activities must be coordinated through the OLG School Volunteer Coordinator.

If you have completed any of the requirements listed above at another location in the Diocese of San Diego, please contact me at cshubert@olg-church.org or 619-469-0133.

Thank you for your support of our school. I sincerely appreciate your cooperation and support of this very important policy. Please don't hesitate to contact me with any questions.

Respectfully,

Mrs. Cheri Shubert
Business Manager