

## St. Elizabeth Ann Seton Volunteer Requirements



In order to volunteer for the School or Church you need to complete the following:

1. All prospective volunteers must fill out a volunteer application and receive a volunteer handbook. Volunteer applications may be found in the school or church office, Youth Ministry, Outreach, the Children's Faith Formation Office or online at [seaslv.org/Links and Forms/Diocese of Las Vegas Volunteer Application](https://seaslv.org/Links%20and%20Forms/Diocese%20of%20Las%20Vegas%20Volunteer%20Application). Please fill out the application in black ink.
  - Once the application is filled out, please hold on to them and bring it along with you on the day of fingerprinting with Van Dube in the Parish Hall.
  - You can also pick up a complete volunteer package from the church office.
2. All volunteers are required to take the online Safe Environment Training course, CMG Connect. To get started, go to <https://lasvegas.cmgconnect.org/> and follow the directions to "Register for a New Account." This course is taking the place of the VIRTUS Protecting God's Children class and is to be done at home on your own time. It is a one-hour course but must be completed before volunteering in the church, school or anywhere within the parish.
3. Please contact Van Dube at [vdube@seaslv.org](mailto:vdube@seaslv.org) to make an appointment for fingerprinting. Email is the preferred method but if you do not have access to internet you can call 702 - 804- 8350
4. There is a 30-day waiting period from the time the fingerprints are taken. You can only volunteer after you have been cleared. Please check with Van Dube after 30 days. You will be notified if your fingerprints have to be redone. \*\*Due to Covid, per the Nevada Department of Safety the time frame of processing fingerprinting is 45 - 55 days. \*\*

### \*\*\*Before fingerprinting:

- Email Van Dube at [vdube@seaslv.org](mailto:vdube@seaslv.org)
- Fill out Volunteer Applications (will provide to you after your email to Van for further instructions) Hold on to the completed volunteer applications until your fingerprinting appointment day.
- Please note: Print your name on All applications exactly as on your government I.D
- Sign your name exactly as it appears on your Government ID. This including any middle name.
- Take CMG class on line (see attachment for instruction)
- Email Van [vdube@seaslv.org](mailto:vdube@seaslv.org) for fingerprinting appointment (after completions of the above)
- Valid Driver's License, NV ID, or Passport is required

Thank you for complying with Diocesan and Parish guidelines, all of which are in place to better serve our parish community. If you have questions or concerns, please feel free to contact the Church Office at 702-228-8311 or Van Dube at 702-804-8350