



Volunteer/Visitor Instructions

We appreciate your interest in volunteering and/or visiting at CKS. Safety is of utmost importance to us. Therefore, all volunteers/visitors must be appropriately vetted, per Diocesan Policy.

Please follow the instructions below:

1. Complete an application found on the **Diocesan Website** at www.cdlex.org
2. From the Diocesan homepage, follow the **SAFE ENVIRONMENT** tab. Once inside the safe environment portal, please choose **VOLUNTEER PROCESSING** where you will find the application (both in English and Spanish).
3. Volunteers **must** fill out an application and present to the school office.
4. Upon approval of the application, the volunteer will need to register with **Catholic Mutual Group (CMG)**. A link to CMG can be found on the Diocesan homepage, inside the safe environment portal **OR** by following this link:
<https://lexington.cmgconnect.org/>
5. Upon registration, you will be required to complete the following:
 - A three-part video "Safe Haven-It's Up to You" (*no monthly bulletins will be required*)
 - Sign-off on the Pastoral and Technology Codes of Conduct
 - Background check (**\$19 will be charged to the family's RenWeb account**)
 - Driving video is *voluntary*, at this time
6. Once the process is complete, the sponsoring location will be notified of the applicant's eligibility to volunteer. (***Please allow 2-4 weeks for completion***)

****If you are NOT in compliance, per Diocesan Policy, you will NOT be allowed to volunteer/visit until all necessary requirements are complete.***