



Volunteer/Visitor Instructions

We appreciate your interest in volunteering and/or visiting at CKS. Safety is of utmost importance to us. Therefore, all volunteers must be appropriately vetted in order to volunteer, 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 located on the right-hand side of the page. 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 inside the safe environment portal **OR** by following the link: <https://lexington.cmgconnect.org/>
5. You will be required to complete the following upon registration:
 - 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 completed, 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 until all necessary requirements are complete.***

Thank you for your commitment to ensure that all parishes and schools within the Diocese of Lexington are places of safety for all children.