



## CMG Volunteer Instructions

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

### **Please follow the instructions below:**

- 1) Follow the link to the **Diocesan Website** at <https://cdlex.org/>
- 2) From the 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) The volunteer will need to register with **Catholic Mutual Group (CMG)**. A link to CMG can be found inside the safe environment portal, on the Diocesan homepage, **OR** by following this link: <https://lexington.cmgconnect.org>
  - a. Please ensure you choose the correct responses from the dropdown menu when registering:
    - **SCHOOL: LEXINGTON/CHRIST THE KING - LEXINGTON**
    - **Choose Role - Volunteer**
    - **Choose I Participate As - Volunteer**
  - b. 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*, but encouraged
- 5) 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.*