



School Volunteers

Pa. Act 153- 2014 requires that all volunteers that have direct contact with children (act in lieu of a parent or provide care, supervision, guidance or control of children or have routine interaction with children) are required to obtain the following clearances every **60 months**:

1. Pa. State Police (PSP) report of criminal history
https://epatch.state.pa.us/TandC_RCEAction.do
2. Department of Human Services (DHS) child abuse clearance history
<https://www.compass.state.pa.us/cwis/Public/Home>
3. A federal criminal history (FBI)
<https://uenroll.identogo.com/>
 - Service Code: **1KG6Y3**
 - **Note: FBI procedure has changed effective November 28, 2017**

Note: An FBI background check is not required if you (1) are not being paid **AND** (2) have been a Pennsylvania resident for the past 10 years.

Volunteers who are not required to obtain an FBI clearance must swear or affirm in writing they are not disqualified from service based on a conviction of an offense listed in the Disclosure Statement Application for Volunteers.

Christian School Association of Greater Harrisburg has determined that the following activities involve parent volunteers and/or family and community volunteers and are therefore required to provide clearances.

The list of activities include, but are not limited to:

- Athletic activities (including unpaid coaches)
- All field trips & retreats (chaperones and drivers)
- All Musical/Play related functions
- All vocal and instrumental music related functions
- Summer camps
- Classroom volunteers/instructional aides/room moms & dads
- R.A.C.E event
- Field Day
- School Picture Day
- Lunch Room & Recess volunteers

If in doubt about the need for clearances, please contact the Human Resources Department, for further guidance and assistance. Once clearances have been obtained, please email copies to sandy.berry@csagh.org or send them to the main office attention to Human Resources.

Volunteers are required to keep copies of their original documents.



Disclosure Statement Application for Volunteers

Required by the Child Protective Service Law

23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as (1) not being paid **AND** (2) have been a Pennsylvania resident for the past 10 years.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (relating to criminal homicide)

- Section 2702 (relating to aggravated assault)
 - Section 2709 (relating to stalking)
 - Section 2901 (relating to kidnapping)
 - Section 2902 (relating to unlawful restraint)
 - Section 3121 (relating to rape)
 - Section 3122.1 (relating to statutory sexual assault)
 - Section 3123 (relating to involuntary deviate sexual intercourse)
 - Section 3124.1 (relating to sexual assault)
 - Section 3125 (relating to aggravated indecent assault)
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure)
 - Section 4302 (relating to incest)
 - Section 4303 (relating to concealing death of child)
 - Section 4304 (relating to endangering welfare of children)
 - Section 4305 (relating to dealing in infant children)
 - Section 5902(b) (relating to prostitution and related offenses)
 - Section 5903(c) (d) (relating to obscene and other sexual material and performances)
 - Section 6301 (relating to corruption of minors)
 - Section 6312 (relating to sexual abuse of children)
- or an equivalent crime under Federal law or the law of another state

I have not been convicted of a felony offense under Act 64-1972 (relating to the Controlled Substance, Drug Device and Cosmetic Act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes

listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth. I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the Human Resources point of contact or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the Headmaster or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the Headmaster or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the Human Resources Department is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Please check which school you will be volunteering for:

- Harrisburg Christian School**
- West Shore Christian Academy**

Name: _____ Email Address: _____

Phone Number: _____ Signature: _____

Witness Name: _____ Signature: _____

Date: _____

