

MASON-DIXON CLAY BUSTERS, INC.
VOLUNTEER CLEARANCE PROCEDURES - Pg. 1

POLICY

In accordance with Act 153, all volunteers who will be responsible for the welfare of children or who will have direct contact with children are required to submit clearances. Prior to commencing volunteer services, the volunteer must submit a PA State Police Criminal Record Check, PA Child Abuse History Clearance, and a Federal (FBI) Criminal History Report. The clearances must be no more than five (5) years old at any time while the volunteer is providing services and must be renewed, at a minimum, every sixty (60) months while the volunteer continues to provide services.

A prospective volunteer may be excused from providing the Federal (FBI) Criminal History Report only if s/he submits a signed affidavit affirming that the volunteer is not disqualified from service and can demonstrate that s/he has been a resident of Pennsylvania for all of the past ten (10) years. We reserve the right to require a FBI report even if the volunteer submits the waiver request form.

COST

The volunteer is responsible for the cost of obtaining clearances required by law. However, if requested, funding to reimburse volunteers for the cost of obtaining clearances will be made available. Prior to reimbursing a volunteer for the cost of clearances, the volunteer must actually provide the volunteer services. In no case will the cost of clearances be reimbursed if the prospective volunteer does not actually fulfill any volunteer services.

- PA Child Abuse History Clearance costs \$0
- PA State Police Criminal Record Check costs \$0
- Federal (FBI) Criminal History Report costs \$22.60

PROCEDURE

Prior to providing volunteer services, the volunteer must submit the following:

- The completed INTAKE FORM FOR VOLUNTEERS (Attachment 1)
- PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE
- PENNSYLVANIA STATE POLICE RESPONSE FOR CRIMINAL RECORD CHECK
- FEDERAL (FBI) CRIMINAL HISTORY REPORT; **OR**
- PENNSYLVANIA RESIDENT VERIFICATION (Attachment 2); **AND**
- DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS (Attachment 3)

Criminal history reports and child abuse certification requests can be requested online at the following addresses:

Child Welfare Information Solution (CWIS) portal	https://www.compass.state.pa.us/cwis/public/home
Pennsylvania Access To Criminal History (PATCH)	https://epatch.state.pa.us/Home.jsp
Federal Bureau of Investigations (FBI) Criminal History Clearance	https://www.identogo.com

All necessary instructions and links to apply for these clearances can be found on the "Clearances" page of the KeepKidsSafe.pa.gov website.

The reports and all necessary forms may be submitted in a sealed envelope and mailed or delivered directly to:
Mason-Dixon Clay Busters, 213 Pine Street, Glen Rock, PA 17327

Volunteer approval will be communicated after review of the submitted materials. The Intake Form for Volunteers will be marked "Approved" or "NOT APPROVED". It is at this time that an approved volunteer may begin their volunteer assignment.

ADDITIONAL INFORMATION

Once volunteers are cleared, they are cleared for sixty (60) months from the date of their criminal history reports and child abuse certification. This means that volunteers have to get new clearances once any of their reports expires. Copies of all clearances will be kept on file.

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ATTACHMENT 1

INTAKE FORM FOR VOLUNTEERS

Date: _____
Name: _____ Birth Date: _____
Address: _____ Zip Code: _____
Home Phone: _____ Work Phone: _____
E-mail Address: _____

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, or am named as perpetrator in a founded or indicated report, I must provide the administrator 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 person responsible for 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 person responsible for 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 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 person responsible for the administrator of a program, activity or service 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

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

I require a Federal (FBI) Criminal History Report and would like to be reimbursed. If checked please attach receipt.

DO NOT WRITE BELOW THIS LINE, FOR ADMINISTRATIVE USE ONLY

_____ PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE is on file
_____ PENNSYLVANIA STATE POLICE RESPONSE FOR CRIMINAL RECORD CHECK is on file
_____ FEDERAL (FBI) CRIMINAL HISTORY REPORT is on file **or**,
_____ PENNSYLVANIA RESIDENT VERIFICATION completed and is on file **and**
_____ DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS completed and is on file

_____ Applicant Approved

_____ Applicant **NOT APPROVED**

Date: _____

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ATTACHMENT 2

PENNSYLVANIA RESIDENT VERIFICATION

Date: _____

Name: _____

Current Address: _____

If you have lived at your current address for less than 10 years, please list all prior addresses for the past ten (10) years:

Street Address	City, State, & Zip	Dates lived here:

Additional documentation of residency may be required to verify the information provided on this form.

I swear and affirm that I have been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

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ATTACHMENT 3

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 certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below 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 swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years 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 statutes 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 2709.1 (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.

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ATTACHMENT 3 - Continued

I swear/affirm that 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 administrator 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 person responsible for employment decisions 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 person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications 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 certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

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.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____