



April 10, 2018

Dear Parents,

We believe that parent volunteers are essential to run a quality program such as ours. We take pride in the additional programs that we offer. Our parent volunteers assist in many capacities including escorting children to Speech, Hearing and Vision Screenings, and helping out with Holiday parties, the annual Thanksgiving Feast, and our Santa workshop.

To help protect all children from abuse, it is now a Law in the State of Pennsylvania that anyone that has direct contact with children is required to have clearances. You can apply for the Act 33 and 34 clearances online and without charge. There is a third clearance, the FBI fingerprint screening, which costs \$28.50; **however, the FBI screening clearance is needed only if you have NOT lived in the State of Pennsylvania for the past ten (10) years.** (If this is your situation, please go to www.pa.cogentid.com for instructions.) Once obtained, all three of these clearances are valid for three years at our Preschool, and can be used anywhere else that you volunteer for up to five years, based on the policy of the individual organization. If you have already turned in your clearances, you do not need to submit the forms again unless they are over three years old.

The attached form must be completed and returned to the school office with a copy of your clearance results if you are planning on volunteering at the Preschool this coming school year. We must have a completed clearances packet (consisting of a signed application form and a paper copy of all required clearances) on file in the Preschool office by **November 15, 2018** before anyone will be permitted to volunteer in any capacity during the 2018-2019 school year. **NO EXCEPTIONS!** Please keep in mind:

- We will not accept incomplete forms (missing information and/or signature(s)) or incomplete packets; **DO NOT** submit the application form or any clearance result forms individually; wait until you have all necessary paperwork for a complete clearance packet and **submit it all at one time** (the office will not be responsible for the loss of any loose paperwork;)
- incomplete forms and/or packets (loose forms) will be returned;
- viewing results online on a phone or other device is not an acceptable option; hard copy result forms must be submitted to be kept on file;
- permission to volunteer will not be granted unless a complete clearance packet is on file.

Also, for those of you that are new to the preschool keep in mind that we have a *no sibling policy* when coming in to volunteer for any event.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Carol B. Barringer".

Carol B. Barringer, Director

BALDWIN COMMUNITY UNITED METHODIST CHURCH
APPLICATION FOR VOLUNTEERING
WITH CHILDREN, YOUTH AND VULNERABLE ADULTS

Name of Applicant:

Date of Application:

Volunteer Opportunities: (Please note if applying to drive a Church group)

Applicant Address:

Home Phone:

Cell Phone:

Email:

Do you have any medical conditions, allergies, medications, etc., of which we need to be aware?

Yes _____ No _____ If yes, please explain below.

Emergency Contact Information

Name:

Relationship:

Home Phone:

Cell Phone:

All volunteers with children and youth must provide copies of the following clearances dated within 36 months of the application to volunteer:

A) Pennsylvania Child Abuse History Clearance _____

<https://www.compass.state.pa.us/cwis/public/home>

B) Pennsylvania State Police Criminal History Record Check _____

<https://epatch.state.pa.us/Home.jsp>

C) *FBI Fingerprint Federal Criminal History Background Check (see below) _____

http://www.pa.cogentid.com/index_dpwNew.htm

*I affirm that I have been a continuous Pennsylvania resident for the past 10 years, and therefore, do not need to complete letter C above. I also affirm that I have no charges outside of Pennsylvania that would prohibit selection as a volunteer.

Date _____