



Youth Protection and Clearances - NEW VOLUNTEERS

There have been recent changes to state regulations regarding volunteers who have contact with children in the course of their volunteer activities. These regulations have been set with the safety of our children in mind. In order to be in compliance with school, diocese and state regulations, all new volunteers at St. John School must complete the following: (For any questions, please contact Tina Wendt at twendt@saintjohnsch.com or 355-7859.)

- 1.) Print and complete the attached "Cover Sheet for Diocesan Employee/Volunteer Clearances".
- 2.) Register and complete the Diocesan Youth Protection program at www.dioceseaj.org. In addition to completing and passing the online workshop, you must also print and complete the Employee/Volunteer Application, Code of Conduct, Ministry Reference Form, and Background Clearance Release as part of this workshop. (This national clearance is not recognized by the PA Dept. of Education, so it is not a substitute for the state clearances in #3 and #4. St. John School pays the \$12 fee for this clearance.)
- 3.) Complete the PA Child Abuse Clearance (Act 151) on the Department of Public Welfare website. www.dhs.state.pa.us. This will need to be renewed every 3 years. This clearance costs \$10, but will be free to volunteers beginning on July 25, 2015. You will need to print the results.
- 4.) Complete the PA Criminal History Clearance (Act 34) on the Pennsylvania State Police website. <https://epatch.state.pa.us>. This will need to be renewed every 3 years. This clearance costs \$10, but will be free to volunteers beginning on July 25, 2015. You will need to print the results.

(If you have completed the PA state clearances listed above (#2, #3) after July 1, 2013, you can submit those to us, but you will be required to repeat the clearances prior to three (3) after that clearance.)

- 5.) Print and complete the attached "Arrest/Conviction Report and Certification Form" (Act 24). This is a one-time form. Should you be arrested at any point after submitting this form to St. John School, you have 72 hours to notify us.
- 6.) Print and complete the attached "Disclosure Statement for Volunteers". Individuals who have NOT lived in Pennsylvania for the past ten (10) consecutive years must complete FBI Fingerprint Clearance (Act 114). You must register for fingerprinting at www.pa.cogentid.com. This is a one-time requirement. This clearance costs \$27. Please present a receipt to St. John School for reimbursement. Be sure to select the Department of Education icon when selecting the appropriate fingerprint entity. You will need to print the registration ID and take with you to a fingerprint facility. Fingerprint facility locations, as well as days and hours of operation are posted on the same website. Cogent will mail you a two-page unofficial result report. Please copy both pages and submit to us.

(If you are required to complete #6 above, you do not need to complete the Background Clearance Release. This FBI fingerprinting will meet the national clearance obligation.)

- 7.) Submit all above paperwork to St. John School, Tina Wendt. You will receive confirmation from our school when all clearances have been completed and you are in compliance with all regulations.