

St. John's Nursery School Volunteer Checklist

Thank you for your interest in being a volunteer at St. John's. By completing the proper paperwork explained below, you will be able to volunteer at activities here at St. John's Nursery School.

Any **parent/family member of a St. John's Nursery School student who wishes to volunteer** in the St. John's Nursery School shall complete the following:

- Volunteer Information Form
- Authorization for the Conduct of Criminal Records and Background Checks and Release of Liability
- Pennsylvania State Police Request for Criminal Record Check * epatch.state.pa.us
- Pennsylvania Child Abuse History Clearance * <https://www.compass.state.pa.us/CWIS/Public/Home>
- Submission of a set of fingerprints to the FBI if volunteer has not lived in PA consistently for the past 10 years **OR** Attestation of Residency
- The Office Manager will search the Sex Offender Registry on the Department of Justice website
- Submit completed forms (listed above) to the Nursery School Director

*** Applicant must process these forms independently.**

ACCEPTANCE OF CLEARANCES FROM OTHER ORGANIZATIONS

Any clearance that a volunteer has already received may be submitted and will be recognized by St. John's Church as currently in effect and valid PROVIDED that the clearance is submitted **less than three years** after the date on which it was issued.

ISSUANCE OF CERTIFICATE

Following the receipt and review of all the required reports, if it has been determined that a person wishing to serve as a volunteer can be authorized to do so, St. John's will issue to such person a Safe Church Clearance Card that will contain the expiration date of the clearance.

RENEWAL / RE-ISSUE

The expiration date on a St. John's Safe Church Clearance Certificate will never be more than five years from the date the certificate is issued and (unless revoked for cause) will renew on a schedule the latest clearance date. At which time, you will be notified by St. John's UCC.

A volunteer renewal clearance requires the same application process as the initial process.

OFFICE USE ONLY:

Name:

Child's Name:

Class enrolled:

Class enrolled:

Class enrolled: