



Thank you very much for expressing interest in our Organization and your willingness to volunteer. We will need a few pieces of information in order to get you started with volunteering. Please see the below items you will need to complete:

### **Ongoing Volunteer Clearance Directions**

As a way to help ensure the safety of the youth that we serve through the organization and in accordance with PA Act 153, the Boys & Girls Club of Lancaster requires that all paid employees or unpaid volunteers and board members submit to background and child abuse checks.

Clearances must initially be valid within one year of becoming involved with this organization. In accordance with organization policy, Clearances must then be updated every two years as involvement continues.

#### **1. Pennsylvania Child Abuse History Clearance**

***This clearance can be completed online or on paper***

***(Child Abuse History Clearance is FREE for volunteers, be sure to select volunteer when it gives you the option)***

- To submit online, visit the link below and follow the instructions to create an “**individual account**”– <https://www.compass.state.pa.us/cwis/public/home>
- You will need to show us the original but also keep a copy for yourself and receipt after submitting

#### **2. Pennsylvania Criminal Background Check**

- Go to the PA State Police PATCH site: <https://epatch.state.pa.us/Home.jsp>
- Found in the middle of the page, select: ***New Record Check – Volunteers Only***
- Complete your personal information
- Print 2 copies of the certificate (one to present to the Club, the second to keep for your records)

#### **3. FBI Fingerprint**

- Applicant must go online to <https://www.pa.cogentid.com/index.htm>
- Select: ***PA Dept of Human Service***
- Select: ***Register Online***
- Complete payment information (\$27.50 fee to obtain your clearance)
- As your “reason fingerprinted,” select: ***Childcare Employment***
- Complete your personal information and follow remaining submission instructions
- Print your confirmation number and take to the fingerprinting site: ***Stone Mill Plaza, UPS Store 1390 Columbia Ave, Lancaster***
- ***Ask for a receipt of getting your fingerprints done at the site (this may cost \$1.00) and submit this to the Boys and Girls Club***
- You will receive your report in the mail. You will be required to show us the original.



**BOYS & GIRLS CLUB**  
OF LANCASTER

**\*\*Optional Training\*\***

**\*Child Abuse Online Training Course – Please see below for instructions on completing the online course**

Recognizing and Reporting Child Abuse (Takes 1-3 hours to complete\*)

- Applicant must go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
- Select: **Registration**
- Complete your personal information
- Your Username and Password will immediately be e-mailed to you
- Log in and read the Frequently Asked Questions then select: **Your Courses**
- Complete the training
- Print 2 copies of the certificate (one for your records and one to present to the Club)

\*You do not have to complete the course in one session. During any future visits, you will get a pop up message asking if you would like to resume where you left off. Please click on “Okay” and you will pick-up where you ended your session last time.