



Volunteer Clearances

Who needs clearances? All volunteers who are 18 years of age or older are required to have clearances on file. Clearances must be submitted prior to the commencement of any volunteer service.

Clearances that were obtained for employment or foster/adoption purposes can be used for volunteer purposes; however, clearances that were obtained for volunteer purposes can be used for volunteer purposes only and are not acceptable for employment purposes.

Clearances must be renewed every 60 months (5 years). All volunteers and/or employees are responsible for paying the cost of their required clearances and/or trainings.

Volunteers over the age of 18 are required to have the following (3) clearances on file:

- Report of Criminal History from the Pennsylvania State Police (PSP)
 - <https://epatch.state.pa.us/>
 - Verification/results should be able to be obtained immediately
 - Must print the certification page
 - Free for Volunteers
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
 - <https://www.compass.state.pa.us/CWIS>
 - Verification/results can take up to 2 weeks
 - Free for Volunteers
- FBI Fingerprinting (or waiver if the volunteer has not lived outside of Pennsylvania within the last 10 year and has not been convicted of any offenses. If these the volunteer is required to affirm in writing that he/she is exempt from the FBI clearance by completing the FBI Fingerprinting waiver.

FBI Fingerprint-Based Federal Criminal History (or waiver, if applicable)

- <https://www.identogo.com/locations/pennsylvania>
- Once on the site, select option for "Digital Fingerprinting" – Use Code 1KG6XN
- Appointments are given priority over 'walk-ins'. Therefore, it is highly recommend that individuals make an appointment and not utilize the 'walk-in' option.
- Cost as of 2020: \$23.85 paid at the time of the appointment. Major credit cards and money orders are accepted; cash and personal checks are not accepted forms of payment.

Motor Vehicle Report (*A MVR is required for volunteers driving a CSY owned vehicle and/or transporting CSY students in a personal vehicle*)

- Any volunteer driving a CSY owned vehicle and/or transporting CSY students in a personal vehicle must be at least 21 years of age and have a copy of their driver's license and a motor vehicle report (MVR) on file with the main office. Currently, CSY utilizes PennDot's online system for obtaining these reports. MVRs must show the driver to have a current license with a clean driving background. Approval of drivers with any past infractions is at the discretion of the administration.
- Volunteers must understand that their own personal vehicle insurance would be the insurance that would cover any accidents, liabilities, damage, etc. should an accident occur while transporting a student – not CSY's insurance students. Additional approval steps are required for this to occur as well – see the office for details.

Please note: ALL clearances (except for the Motor Vehicle Report, if applicable) will be sent to the volunteer; therefore, copies will need to be provided to Christian School of York / Attention: Volunteer Coordinator.

Please contact our Volunteer Coordinator at volunteer@csyonline.com or 717-767-6842 with any questions or concerns. The safety and security of our students is our number one priority—thank you for your compliance in obtaining the necessary clearances.

Sources:

<https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>
<http://keepkidssafe.pa.gov/resources/clearances/index.htm>
<http://keepkidssafe.pa.gov/resources/training/index.htm>
<https://www.health.pa.gov/topics/school/Pages/Tuberculosis.aspx>