



**TLC Fore Reading PA**  
***Volunteer Policy and Volunteer Packet***

**TLC Fore Reading Pa** is grateful to all of our parents, guardians, and community members who volunteer your time and share your talents with us. We value your commitment and want to make you aware of some important information on state laws regarding volunteers who work with children in volunteer settings, such as recreation and sports teams. The following is information that must be completed prior to volunteering to ensure we are in compliance as required by the state which allows us to continue the important service we are providing to the community.

**State Law Requirements Regarding Volunteer Clearance Process**

New state laws have expanded the definition of a volunteer and changed the clearance requirements for those wishing to volunteer in education, non-profit organizations, churches and recreation groups. Volunteers will supply:

- New clearances every 5 (five) years

**Volunteer Checklist**

This checklist has been created for you as you prepare to serve as a volunteer.

1. Completed Volunteer Verification Form
2. Pennsylvania State Police Clearance (Criminal Check)
3. Pennsylvania Child Abuse History Clearance
4. FBI background check *NOTE: The FBI background check is not required if the volunteer has been a resident of PA for the entirety of the previous 10 years or has obtained a FBI clearance at any time since establishing residency in PA, and completes a volunteer verification form.*



**TLC Reading PA – Volunteer Packet**  
***Information on Obtaining Background Clearances***

**Pennsylvania State Police Criminal Record Check Instructions**

- Pennsylvania State Police Criminal History Website: <https://epatch.state.pa.us/>
- Please select “New Record Check (Volunteers only)” when you enter the site and start the process. **This process is no charge for volunteer purposes.**

**Pennsylvania State Police Criminal Record Check Instructions**

- Child Abuse History Clearance Website: <https://www.compass.state.pa.us/CWIS>
- You will first create an individual account and then login to complete your request. When completing this clearance application, please select “Volunteer” as the reason for the request. Once you select the volunteer option, select “Other” as the Volunteer Category and as the Agency Name you can enter TLC Fore Reading Pa. **This process is no charge for volunteer purposes.**

**Note:** *The Child Abuse Clearance can be renewed every 57 months.*

**FBI Background Check Instructions:**

FBI Background Check Website: <https://uenroll.identogo.com/>

**NOTE:** *The FBI background check is not required if you have been a resident of PA for the entirety of the previous 10 years or if you have obtained a FBI clearance at any time since establishing residency in PA. If you meet these criteria, a volunteer verification form is required in lieu of the FBI clearance. If you have not been a resident of PA for 10 years, please notify us and we will provide you information on obtaining the FBI Background Check.*

**\*\*Keep a copy of all three clearances for your personal records before forwarding the clearances to TLC Fore Reading Pa.\*\***



**TLC Fore Reading PA – Volunteer Packet**  
***Volunteer Release of Liability***

I, the UNDERSIGNED, hereby acknowledge and understand that any activities engaged in or work performed for **TLC Fore Reading Pa** are entirely on a voluntary basis and are performed with no anticipation of financial remuneration, fringe benefits, insurance coverage of any type, or any other kind of compensation or benefit.

1. I hereby agree to abide by all policies, procedures and directions from TLC Fore Reading Pa volunteers and directors and further agree to hold harmless all officers, volunteers, representatives and agents associated with TLC Fore Reading Pa for any and all claims, demands, liabilities, damages, actions, costs of fees, including attorney's fees, arising out of or relating to any activities engaged in or work performed as a result of this volunteer experience.
2. I hereby acknowledge and understand that TLC Fore Reading Pa assumes no liability or responsibility for my acts, omissions, debts, or obligations as a result of any activity or work in which I may be involved.
3. I further acknowledge that participation in volunteer activities is extended to me by **TLC Fore Reading Pa** and may be revoked at any time by written notification.

Print/Type Name: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_



**TLC Fore Reading PA – Volunteer Packet**  
***Volunteer Verification Form***

The undersigned individual hereby verifies that he or she is engaging in an unpaid volunteer position in which she or he will have contact with children with **TLC Fore Reading Pa.**

The undersigned hereby swears or affirms that he or she has been a resident of the Commonwealth of Pennsylvania during the entirety of the last 10 years and does hereby swear or affirm that he or she is not disqualified from service as a volunteer pursuant to section 6344 (c) or has not been convicted of an offense similar in nature to those crimes listed in section 6344 (c.), a copy of which is attached, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I hereby verify that the statements made in this Volunteer Verification Form are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_ Signature of proposed volunteer

\_\_\_\_\_ Printed name of proposed volunteer

\_\_\_\_\_ Address of proposed volunteer

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_



**TLC Reading PA – Volunteer Packet**  
***Volunteer Verification Form Attachment***

23 Pa.C.S. §6344 (c) Grounds for denying employment or participation in program, activity or service.

(1) In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

(2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

- Chapter 25 (relating to criminal homicide). Section 2702 (relating to aggravated assault). Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping). Section 2902 (relating to unlawful restraint). Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse). Section 3124.1 (relating to sexual assault).
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of child).
- Section 4304 (relating to endangering welfare of children). Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses). Section 5903(c) or (d) (relating to obscene and other sexual materials and performances). Section 6301 (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

(3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the Act of April 14, 1972 (P.L. 233, No.64), known as the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.



**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by which you have been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_  
\_\_\_\_\_

**Section 3. Child Abuse**

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*