



Thank you for your interest in serving as a volunteer for Night to Shine at Hope Community Church. We are thrilled you wish to partner with us in our mission to help our special needs community to know God's love for them! Safety is of highest priority in protecting our community and church family. Compliance to standards established by the state is a requirement to working at this event.

Pennsylvania law now requires all volunteers and paid staff, responsible for the welfare of a child or having **direct contact with children and students to have clearances and are also considered a mandated reporter**. You are required to report suspected child abuse if you have reasonable cause that a child is a victim of child abuse. We understand that not every attender is under the age of 18, however there will be many guests that will be, and we want to provide a safe atmosphere for everyone by completing these clearances! This packet includes the instructions on how to obtain the necessary clearances as well as a document that explains mandatory reporting.

Clearances Needed:

- [Criminal Background Check](#) (from the Pennsylvania State Police)
 - <http://epatch.state.pa.us/Home.jsp>
- [Child Abuse History Clearance](#) (from Department of Human Service)
 - <https://www.compass.state.pa.us/CWIS>

As well as ONE of the Below Options:

- [FBI Background Check](#)
 - (ONLY—if you have NOT lived in PA for 10 straight years or are paid in any form)
 - <https://uenroll.identogo.com>. –
 - Volunteer Service Code = 1KG6ZJ
 - Paid Employees Service Code = 1KG738
- [Affidavit](#) (ONLY - If you have lived in PA for 10 straight years)
 - <https://tinyurl.com/uo8xusm>

NOTE: The FBI Clearance will only be needed if you have NOT lived in PA continually for the past ten years (including being away for college). If you have lived in PA for the past ten years, continually, you will need to complete an affidavit which exempts you from the FBI Fingerprint Check.

Eligibility Requirements

In order to be eligible to be a volunteer with Night to Shine, you must meet the following requirements:

1. Have never been a perpetrator of a founded or indicated report of child abuse;
2. Have never been convicted of any of the enumerated offenses listed below
3. Have never been convicted of a felony drug offense.

Please complete these forms and return them to clearances@hope-cc.org.

Thank you for your cooperation in ensuring compliance with state standards and keeping our kids safe.

State Criminal History (PA State Police)

1. Go to <https://epatch.state.pa.us>
2. Click on:
Volunteers: "New Record Check (Volunteers Only)"
Paid Employees: "Submit a New Record Check"
3. Review and Accept Volunteer Acknowledgement Section
4. Organization Name is: "Hope Community Church"
Phone number is: 610-265-4981
Address: 740 North Henderson Road, King of Prussia, PA 19406
5. Complete Personal Information
Hit "Next", then review your information and hit "Proceed"
6. Complete Record Check Request Form then select "Enter This Request"
7. Click "Finished" unless submitting a Record Check Request for more than one person (you do not need to re-enter information)
8. Review request then click "Submit"
9. When Record Check Request Results show, record the Control Number for your records (i.e. R12345678)
10. Then click on the Control Number in blue and Record Check Details will be shown - Print this page for your records
11. Click on "Certification Form" to view and print "Response for Criminal Record Check" form
12. Click "Save" then open the file on your computer to be sure it saved properly
13. Email this document to:
clearances@hope-cc.org

PA Child Abuse Clearance

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Create Individual Account or if you have a login skip to step 6.
3. Create a new Keystone ID (a user name that you will remember)
4. Follow Step-by-Step instructions
5. Click "Login"
6. Click "Create Clearance Application" or "Resubmit" for an old clearance.
(PLEASE update all your information, address, people you have lived with..etc)
7. Read and Click "Begin"
8. Application Purpose check:
 - Volunteers:** "Volunteer Having Contact with Children" from drop down menu select "Other" and type in "Hope Community Church." - Press "Next"
 - Paid Employees:** "Individual 14 year of age or older who is applying for or holding a paid position as an employee with a program, activity, or service as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (...) in any of the following in which children participate and which is sponsored by a school or a public or private organization..."
9. Follow Step-by-Step Instructions
(Note: If you live in King of Prussia, the "city" is Upper Merion)
10. Results can take up to 14 business days
11. Save the results as a PDF to your computer and email to:
clearances@hope-cc.org

FBI Fingerprint Pre-Enrollment Instructions

1. Log on to: <https://uenroll.identogo.com/>
2. Enter service code:
 - **for volunteers** is 1KG6ZJ
 - **for paid employees** is 1KG738
3. On the next screen, select “Schedule or Manage Appointment.”
4. On the “Personal Questions” screen, answer “no” to the question: “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?”
5. On the “Personal Questions” screen, answer “740 N Henderson Rd King of Prussia, PA 19406” for the organization’s address.
6. On the “Required Documents” screen, most people can select “Driver’s License issued by a State or outlying possession of the U.S.” from the dropdown menu. Bring this document with you to your enrollment.
7. On the “Payment Screen,” enter your information.
(The cost will be approximately \$23.85 that you pay in person through credit card. We do not currently have a budget for clearances, though some scholarships are available. If this is a financial burden that hinders you from serving, please notify your ministry leader.)
8. Bring a printout of the Service Summary with you to the fingerprinting location.
(You can search for the location closest to you on identogo site.)
9. Clearances will be mailed directly to you. When you receive it, either bring in the original so we can copy it or e-mail a picture of the original document to:
clearances@hope-cc.org

HOPE COMMUNITY CHURCH PA RESIDENCY AFFIDAVIT

For exemption from the FBI Fingerprinting clearance because you've lived in PA for 10 consecutive years

****PLEASE FILL OUT through the link below****

<https://tinyurl.com/uo8xusm>

Below is a Copy for your records ONLY

First Name:

Last Name:

I am the person identified above. It is my desire to perform volunteer services working with children for Hope Community Church. In that capacity, I will perform various duties as assigned but understand that in no case will I be paid for performing such tasks.

In the course of my volunteer duties for the Church, I will have "direct contact with children," meaning that as part of my volunteer duties I will have some level of care, supervision, guidance or control of children or routine interaction with children. Because of that direct contact with children, pursuant to the Child Protective Services Law, I have or will submit with this form a PA Criminal History Record Check and Child Abuse History Report.

Residency Affidavit

I swear or affirm that I have resided in the Commonwealth of Pennsylvania continuously for the ten years immediately preceding this affidavit.

Even if not reflected on the attached reports, I also swear or affirm that:

- **Within the last five (5) years**, I have NEITHER been listed in the Statewide abuse database as a perpetrator of a founded case of abuse NOR committed a felony under the Pennsylvania Drug Device and Cosmetic Act (or a similar act under the laws of another jurisdiction) for which I was later convicted.
- **I have never** been convicted of any of the Pennsylvania offenses or similar offenses from any other jurisdiction that are listed here:

These Offenses, include the attempt, solicitation or conspiracy to commit, under Title 18 (relating to crimes and offenses) of the Pennsylvania Consolidate Statutes or an equivalent crime 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 former law of Pennsylvania. Conviction of any of the following precludes an individual from volunteering.

- 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 above offenses.

An offense designated as a felony under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act. Conviction of a felony offense of the 1st, 2nd or 3rd degree other than those listed above unless a period of 10 years has elapsed from the date of the sentence for the offense.

Conviction for a misdemeanor of the 1st degree unless a period of 5 years has elapsed from the date of the sentence for the offense.

Conviction more than once for an offense under 75 Ps.C.S. § 3802(a), (b), (c), or (d) (relating to driving under the influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the 1st degree unless a period of 3 years has elapsed from the date of expiration of the sentence for the most recent offense.

No pending prosecutions in this or any other state or jurisdiction relating to any of the above-mentioned offenses.

All the above statements are true to the best of my recollection and belief and I make this statement with the understanding that any false statements may be criminally prosecuted pursuant to 18 Pa.C.S. §4904.

Signature

Mandated Reporting

When in doubt call ChildLine.

800-932-0313

Who is a mandated reporter?

A mandated reporter is an individual who serves as a part of a regularly scheduled program, activity, or service that accepts responsibility for a child. Most likely if you are receiving this pamphlet, **YOU ARE A MANDATED REPORTER**. If you have any questions, about whether you are a mandated reporter, please see your ministry leader.

When should I report?

You should report child abuse when:

- 1) There is "reasonable cause to suspect." This does NOT require that you see the child or that you can identify the perpetrator.
- 2) The child must be an "identifiable child." This is not necessarily by name, but can be details about the child's life. For example, "my cousin," "my next-door-neighbor," or "sits beside me on the bus."
- 3) You may have reasonable cause to suspect when:

A) You see signs of possible "child abuse." This is intentionally, knowingly, or recklessly causing bodily harm by action or inaction, fabricating medical symptoms or disease which results in harmful treatment or evaluation, causing serious mental injury, or causing sexual abuse or exploitation by action or inaction within the past two years. This is also engaging in any of the following: kicking, biting, throwing, burning, stabbing, cut-ting, unreasonably restraining or confining a child (based on location, method or duration), forcefully shaking, slapping, or striking a child under one year of age, or interfering with the breathing of a child.

B) Someone (of any age) tells you that a child is being abused.

C) A person 14 years or older tell you that they have committed child abuse.

You should NOT report it as child abuse when:

- 1) When it is two children both aged 13 years or younger (unless of a sexual nature).
- 2) Reasonable parental discipline for the purpose of supervision, control or discipline, or designed to avoid greater physical harm.
- 3) Environmental factors beyond the control of the parent.

How do I report?

Immediately call ChildLine. Or report online:

<http://keepkidssafe.pa.gov/resources/reportabuse/index.htm>

This means you do NOT talk to Hope Community Church staff first. You may call an attorney, if you want for legal counsel, but if you do not reach them **immediately**, you **MUST** make the report. If you want a staff member to sit with you as you are making the call, we will gladly offer any assistance we can.

Then, **immediately** inform your ministry leader.

What happens next? - Children and Youth Services will help direct and assist what action may need to be taken on your part from there.

Privileges and Protections - You have the right to know the outcome. You may call ChildLine to find out the status of a report. You have the right to confidentiality. Your identity will remain confidential. You may NOT take a child into protective custody. This often will result in more harm to the child and family.

Failure to act may result in fine and/or jail time.

This is intended to be a summary of mandated reporting and child abuse and is not comprehensive in what you may need to know.

Please visit the following websites or call for additional information.

Pennsylvania Family Support Alliance

http://www.pa-fsa.org/mandated_reporters/additional_resources.aspx

ChildLine

Phone: 800-932-0313

Children' Bureau - Federal government fact sheet about signs of abuse (may not represent all of PA law)

<https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

PA State Law regarding child abuse.

<http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/23/00.063..HTM>