



Instructions for Required Background Checks for Volunteers

Note that some background checks require a few weeks to receive; please allow enough time for this so that your clearances can arrive before your start date.

If you have completed background checks for another organization within the past 5 years, Laurelville will accept copies of these to keep on file.

For volunteers who have been a continuous resident of PA for the past 10 years:

1. **Pennsylvania State Police Criminal Record Check** (Free for volunteers)
 - a. Visit <https://epatch.state.pa.us/> and click "New Record Check (Volunteers Only)"
 - b. Read the terms and click "Accept"
 - c. Company name: Laurelville Mennonite Church Center
 - d. Fill out remaining fields and proceed through remaining screens
 - e. A record check will be processed immediately; Click the record check number link, pull up the certificate, and print a copy for Laurelville to keep on file
2. **Pennsylvania Child Abuse History Clearance** (Free for Volunteers)
 - a. Visit <https://www.compass.state.pa.us/cwis/public/home> and click "Create Individual Account" (unless you have previously made an account, in which case sign into your account and skip to step "c")
 - b. Proceed through the screens to create an account
 - c. Once an account has been created, sign into your new account by clicking "Individual Login" and then "Access my clearances"
 - d. Results may not be available immediately; once you have received your clearance, print a copy for Laurelville to keep on file
3. **Signed disclaimer** affirming no charges in other states that would prohibit selection as a volunteer:
http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

For volunteers who have not been a continuous resident of PA for the past 10 years:

During the application process, our Office Manager will provide you with a "Ministry Safe" link to complete clearances. A \$33 donation is welcomed to help defray the cost to Laurelville for acquiring these clearances.

In addition, Laurelville follows the *Two Adult Rule and the *Rule of Three*****

*At least two screened adults must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.

**At least three individuals (at least one must be a screened adult and the remaining two no younger than 5 years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.