

## SCHOOL VOLUNTEER INFORMATION SHEET

Every year the Diocese of Scranton is blessed to welcome volunteers into diocesan schools. Your service is critical to our mission. We strive to provide the safest possible environment for the children in our care while also meeting the challenge of properly screening and training volunteers. Please note that all adult volunteers (18 and older) that work directly with children must complete **background checks PRIOR** to beginning service. **Volunteer clearances are free of charge and are valid for 60 months.**

In order to fulfill the requirements of The US Conference of Catholic Bishops (*Charter for the Protection of Children and Young People*) as well as the Commonwealth of Pennsylvania, your cooperation with completing the following items is appreciated.

**Volunteers that have lived in Pennsylvania continuously for the previous 10 years need:**

1. PA State Police Criminal History Check – Link to website for online submission  
<https://epatch.state.pa.us/Home.jsp>
2. PA Child Abuse History Certification – Link to website for online submission  
<https://www.compass.state.pa.us/cwis/public/home>
3. Diocese of Scranton Volunteer Affidavit (Provided by the school)
4. Safe Environment Training – VIRTUS *Protecting God's Children Program*  
*\*\*Attendance within 90 days of beginning volunteer service*
5. Signed Code of Pastoral Conduct (Provided by the school)

**Volunteers that HAVE NOT lived in Pennsylvania continuously for the previous 10 years need:**

1. PA State Police Criminal History Check – Link to website for online submission  
<https://epatch.state.pa.us/Home.jsp>
2. PA Child Abuse History Certification – Link to website for online submission  
<https://www.compass.state.pa.us/cwis/public/home>
3. FBI Federal Check with Fingerprinting – Link to website for instructions and to register for fingerprinting  
<https://uenroll.identogo.com/>      Service Code: 1KG6Y3
4. Safe Environment Training – VIRTUS *Protecting God's Children Program*  
*\*\*Attendance within 90 days of beginning volunteer service*
5. Signed Code of Pastoral Conduct (Provided by the school)

**Upon completion, kindly submit copies of background check results and signed documents to the School Office.**

If you do not have access to a computer, please contact Kathy Bolinski, Safe Environment Coordinator, at 570-207-1453 for further instructions.

**Thank you for your willingness to serve!**