

## Manual Instructions for Children & Youth Volunteers at NWPC

*If you have the required PA Criminal and Child Abuse clearances completed within the last 2 years, and have attended an updated PA Child Abuse Training, please submit copies of the clearances and/or certificate of completion to Peggy Gordon or Linda Black. All volunteers must read and sign the Policy (#1 below).*

<b># 1 Policy</b>	<ul style="list-style-type: none"> <li>○ <b>Obtain a copy of the NWPC Policy for the Protection of Children and Youth from your activity leader or the church office. Read it carefully.</b></li> </ul>
	<ul style="list-style-type: none"> <li>○ <b>Complete and sign the Disclosure Statement for Volunteer Compliance and return it to the NWPC office.</b></li> </ul>

<b># 2 Clearances</b>	<ul style="list-style-type: none"> <li>○ <b>Complete Section I of the Pennsylvania Child Abuse History Clearance form.</b></li> </ul>
	<ul style="list-style-type: none"> <li>✓ Place the completed form in the envelope provided, seal it, and give the sealed envelope to Peggy Gordon or Linda Black for electronic submission.</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>✓ Purchase a \$10.00 money order payable to Department of Public Welfare. Keep a copy of the money order receipt to give to Kay Taylor for reimbursement. Place the form and the money order in the envelope addressed to Childline and Abuse Registry (be sure to use the correct envelope) and mail.</li> </ul>
	<ul style="list-style-type: none"> <li>○ <b>Complete the Request for Criminal Record Check form.</b></li> </ul>
	<ul style="list-style-type: none"> <li>✓ Place the completed form in the envelope provided, seal it, and give the sealed envelope to Peggy Gordon for electronic submission.</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>✓ Purchase a \$10.00 certified check or money order payable to Commonwealth of Pennsylvania. Keep a copy of the money order receipt or certified check to give to Kay Taylor for reimbursement. Place the form and the money order/certified check in the envelope addressed to Pennsylvania State Police (be sure to use the correct envelope) and mail.</li> <li>✓ When you receive your clearances in the mail, provide a copy of each to Peggy Gordon.</li> </ul> <p><b>If you have not been a resident of Pennsylvania for the entire past 10 years, you must also request an FBI Criminal History Clearance. Contact either <a href="#">Peggy Gordon</a> or <a href="#">Linda Black</a> for assistance. The request must be submitted online and requires that you be fingerprinted in either Grove City or New Castle.</b></p>

<b># 3 Training</b>	<ul style="list-style-type: none"> <li>○ <b>We strongly recommend that you also complete the child abuse reporter training. This is only offered on-line. If you will need assistance, please contact Peggy Gordon or Linda Black.</b></li> </ul>
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Contact either [Peggy Gordon](#) or [Linda Black](#) for assistance.