

## VOLUNTEER BACKGROUND CHECK INSTRUCTIONS (must be renewed within the last 12 months)

CLEARANCE #1 – PA Child Abuse History (*volunteers free every 5 years or \$13*)

<https://www.compass.state.pa.us/cwis/>

### STEP 1 – Create an account.

- Create a new **Keystone ID** (write it down - you will need this later)
- They will email you a **temporary password**

### STEP 2 – Update your password.

- Log into the site with your Keystone ID and the password they sent you
- Create a **new password** and (write it down - you will need this later)

### STEP 3 – Submit your clearance request.

- Application Purpose: ***Volunteer having direct volunteer contact with children.***
- ***Subpurpose: Other: Boys & Girls Club***

### STEP 4 – Check email for updates.

- You will receive an **email notification** when your clearance is ready
- Log back into the site and **download the certificate**
- **SAVE CERTIFICATE AND EMAIL TO JAMIE PONTIUS**

CLEARANCE #2 – PA State Police Criminal Record (*free for volunteers*)

<https://epatch.state.pa.us/Home.jsp>

### STEP 1 – Request clearance.

- **New Volunteer Record Check** (first gray box)
- Fill out personal information.
- Write down **your control #** (starts with “R”) and the **date** – you will need this later.

### STEP 2 – Access and save your certificate.

- If it comes back right away, click blue **Certification Form**
- If it's not ready yet, revisit the website and click **Check the Status of a Record Check**
- **SAVE CERTIFICATE AND EMAIL TO THE JAMIE PONTIUS**

## CLEARANCE #3 – FBI Fingerprinting Clearance (**\$23 fee**)

<https://uenroll.identogo.com>

### **STEP 1 – Register for a fingerprinting appointment online.**

- Service Code: **1KG756** (*note: this is not the payment code*)
- Employer Information:
  - Boys & Girls Club of Lancaster**
  - P.O. Box 104**
  - Lancaster, PA 17608**
- Choose your preferred **fingerprinting location** (*note: you will need transportation to get fingerprinted—there are no locations in Lancaster*)
  - PA Home Care Willow Street (2703 Willow Street Pike, Willow Street)
  - New Holland (116 E Main Street, New Holland)
  - Elizabethtown Library (10 S Market Street, Elizabethtown)
- Once you are registered for an appointment, you can also **walk-in** (*note: there might be a wait, but this will allow you to get fingerprinted right away*)

### **STEP 2 – Go get fingerprinted!**

- The fingerprinting process takes about 5 minutes
- **EMAIL YOUR RECEIPT TO JAMIE PONTIUS**

### **STEP 3 – Check the mail.**

- Your certificate will come to your house in the mail **within 2 weeks**. The envelope is small and white, and the certificate is blue.
- **KEEP THE BLUE PAPER SAFE —HUMAN RESOURCES WILL NEED TO SEE THE ORIGINAL.**

## CLEARANCE #4 – Mandated Reporter Training (**free**)

[www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)

### **STEP 1 – Register online.**

- Your username/password will be emailed (**write it down - you will need this later**)

### **STEP 2 – Complete the training.**

- Log in and select **Your Courses**. (The training takes 2-3 hours to complete.)
- **SAVE CERTIFICATE AND EMAIL TO THE HIRING MANAGER**

## **Boys & Girls Clubs of America Training Requirements:**

### **Required Annual Trainings:**

All three trainings must be completed on an annual basis, with the exception of the Mandated Reporter Training (see more information below).

- 1. Abuse Risk Management (30 min)**
- 2. \*Duty to Report: Mandated Reporter (1 hour)** \*The state of Pennsylvania requires all volunteers, interns, and staff who work with youth to complete the virtual three-hour long Mandated Reporter Training once every 5 years. Your first year of service with Boys & Girls Club of Lancaster, the PA State required Mandated Reporter Certificate will take the place of the BGCA required training. Moving forward, the “Duty to Report: Mandated Reporter” training through BGCA will be needed on an annual basis, along with the other two trainings.
- 3. Keeping Your Boys & Girls Club Safe (30 min)**

### **Step 1 – Create a BGCA Account**

- Sign up for a volunteer BGCA.net account on the homepage: <https://www.mybgca.net/>
- Input your Name and other information:
  - “Date Entered Movement”: today’s date
  - “Time Spent at Club”: part-time
  - Affiliation: Local Club (Staff, Board, Volunteers)
  - Title: Volunteer (or Intern)
  - Organization: Boys & Girls Club of Lancaster
  - Primary Club: choose the Clubhouse where you are placed/primary Clubhouse
  - Position: Volunteer
  - Select Manager: Samantha Sweigert
- Create a password—your username will be your valid email address.
- Agree to Terms
- It may take up to 48 hours for approval through the BGCA system.

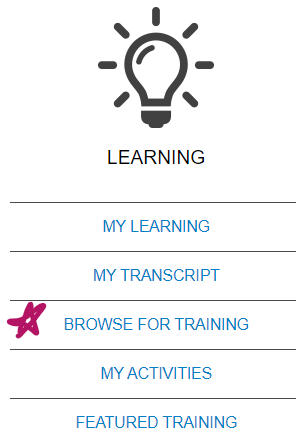
### **Step 2 – Approval and Trainings**

- You will receive an approval in your email.
- Login to mybgca.net with your email and password.

- To access trainings, click on the icon for Spillet Leadership University



- Select “Browse for Training”



- Search for any of the three trainings listed in this document by typing in their titles. All three must be completed before you begin volunteering or working with youth in a Club (with the exception of “Duty to Report”\* (see note on #2)) and your completion certificates should be sent to Jamie Pontius at [jpontius@bgclanc.org](mailto:jpontius@bgclanc.org).