



St. Bede School Volunteer Requirements

Parents/caregivers who have contact with children at St. Bede School while volunteering during school (e.g., field trip chaperone), PTG (e.g., book fair), and SBAA (e.g., coach) activities and events must complete the following as required by the Diocese of Pittsburgh and the State of Pennsylvania.

All forms must be turned into the St. Bede Parish Office.

1. PA State Police Criminal Background Check – PA State Requirement:
 - a. You can apply directly online at <https://epatch.state.pa.us>. When you visit the site, you will select “Submit a new record check”. The cost is free for volunteers. Submit to parish office.
2. Child Abuse Clearance – PA State Requirement:
 - a. You can apply directly online at <https://www.compass.state.pa.us/CWIS>. When you visit the site, you will need to create a new account, unless you have a valid login from a previous child abuse clearance. The cost is free for volunteers. Submit to parish office.
3. If you **have NOT** lived in Pennsylvania continuously for the past 10 years – PA State Requirement:
 - a. You must complete FBI Fingerprinting – this is a two-step process. There is a fee.
 - b. You must first register at www.pa.cogentid.com or by calling 1-888-439-2486. When registering, make sure you choose the Department of Education option. Be sure that you give permission for St. Bede to obtain your results. Cogent will then assign a registration ID Number to you, beginning with the letters “PAE”. This ID is important and you should keep track of this number, as you will need it when you have your fingerprints completed. This is also the ID you need to provide to the parish office.
 - c. Once you have a registration ID you can go to a valid location and have fingerprints completed. The locations can be found at www.pa.cogentid.com
4. If you **have** lived in Pennsylvania continuously for the past 10 years – PA State Requirement:
 - a. Sign the “Disclosure Statement” and submit to the parish office. See attached or online at <http://keepkidssafe.pa.gov/supportingdocuments/index.htm>

The above requirements from the State of Pennsylvania must be renewed every FIVE years.

5. Diocese of Pittsburgh Safe Environment Database and “Protecting God’s Children” Workshop – Diocese of Pittsburgh Requirements:
 - a. Register in the Diocese’s “Safe Environment Database,” by going online, and completing an application at https://www.eappsdb.com/Login.asp?ORGZ_KEY=39. You will need to register first if you haven’t done so already, which can be done from the same page. The access code is “PROTECT”.
 - b. Download documents from the “Essential Documents Each Parish Should Have At All Times” on the Diocese website at <http://www.diopitt.org/office-protection-children-and-young-people/essential-documents-each-parish-should-have-al>.
 - i. Read and sign the last page of the “Code of Pastoral Conduct”.
 - ii. Read and sign the last page of the “Reporting of Child Abuse and the Child Protective Services Law”.
 - iii. Read and sign the “Pennsylvania DPW Child Abuse History Authorization Form”
 - c. Take a “Protecting God’s Children” Workshop – view current workshops and register http://virtusonline.org/virtus/reg_list2.cfm?theorgid=15497&theme=0.

The above requirements from the Diocese of Pittsburgh are only required one time and do NOT need to be renewed.

DIOCESE OF PITTSBURGH

**VOLUNTEER REQUEST FOR WAIVER OF
FBI – FEDERAL CRIMINAL HISTORY FINGERPRINT RECORD CHECK
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have **NEVER** been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have **NEVER** been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes 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 a former law of this Commonwealth.

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709 (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)
- Section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) (d) (relating to obscene and other sexual material and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes 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 a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position. I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____