

A letter to all our volunteers at Saint Margaret's:

Thank you for volunteering at Saint Margaret's. We have a wonderful community and many successful programs both within the Parish and the School and that is all thanks to our talented and gracious volunteers. In order to volunteer, the Archdiocese of Philadelphia requires certain clearances and trainings be completed. These clearances and trainings help to keep our children and youth safe and are essential to the work we do within the Catholic Church. Many of these clearances are also required on the State level at public schools both for educators and parent volunteers. We understand that this is an additional step to take and it requires some time commitment and we thank you for your compliance. Your clearance documentation and training certificates must be presented to the Parish office prior to beginning your volunteer work. All volunteers are required to complete these requirements. Please see below for all information regarding what is required and how to complete them. If you have any questions or concerns, please contact safe@saintmarg.org.

Best Regards,
Beth Mirzai
Safe Environment Coordinator
Saint Margaret's

Requirements for Volunteering at St. Margaret's Church
(for ALL volunteers: PREP, CYO, for School Field Trips, Hall Monitors, Rec and Lunch Duty, Homeroom Parents, Mystery Classroom Readers, Extraordinary Ministers, Lectors, Music Ministers, Greeters, Ushers and Sacristans

1. Register for and complete an in-person Safe Environment Training. This training must be completed only ONE TIME and the certificate must be presented to the Parish and School office where you are volunteering. This training is NOT required for volunteers under the age of 18. To find a training close to your home, please visit: https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0 (St. Margaret's will host one on Tuesday, August 20th at 6:30PM)
2. Register for and complete the online Mandated Reporter Training. This training must be completed only ONE TIME and the certificate must be printed and presented to the Parish and School office where you are volunteering. This training is completed online

and takes approximately 2.5 hours to complete. This training is NOT required for volunteers under the age of 18. To register for and complete this training, visit: <https://learning.childyouthprotection.org/login/index.php>

3. Go online to <https://epatch.state.pa.us/Home.jsp> to complete your PA Criminal Record check. This check is FREE for volunteers and costs \$22 for employees. You must renew your PA Criminal Record check every 5 years in order to be eligible to continue volunteering. All volunteers (even those under the age of 18 must complete this requirement)
4. Go online to <https://www.compass.state.pa.us/cwis/public/home> to complete your Child Abuse Clearance. This clearance is FREE for volunteers and costs \$13 for employees. You must renew your Child Abuse Clearance every 5 years in order to be eligible to continue volunteering. All volunteers (even those under the age of 18 must complete this requirement)
5. For volunteers who have lived in PA for 10 or more continuous years: sign the Disclosure Statement agreement, have a witness sign it and return the signed document to the Rectory or School office. This fulfills your FBI clearance requirement.
6. For volunteers who have NOT lived in PA for 10 or more continuous years AND for all employees: register online for an in-person appointment to have your fingerprints taken. Your fingerprints will then be sent for FBI analysis and a report will be accessible by the Parish and School offices. This fulfills your FBI clearance requirement. The cost for this service is \$22.60 for both volunteers and employees. See instructions below to enroll and find a fingerprinting location near you:
 - Go to <https://uenroll.identogo.com/> to schedule an appointment for the background check. For all **current and/or prospective school employees** or volunteers: The following are service codes needed to register:
 - 1KG6TR is the code for (PDE) Pennsylvania Department of Education (non-public schools)
 - 1KG6Y3 is the code for (PDE) Pennsylvania Department of Education Volunteers.
 - If you don't fall under any of the above categories you will need to contact the PDE Pennsylvania Department of Education to determine the appropriate code you should use at 717-214-9755.
 - For all **current and/or prospective parish and other staff or volunteers**: The following service codes are needed to register:
 - 1KG738 for Child Care Services/Program Employee and/or Contractors 18 and over.

- 1KG756 for Employees 14-17 year olds that have contact with children
- 1KG6ZJ for Volunteers.
- If you don't fall under any of the above categories you will need to contact (DHS) Department of Human Services to determine the appropriate code you should use at 717-783-6211.
- To find a fingerprinting location near you, please visit:
<https://www.identogo.com/locations/pennsylvania>

7. If you completed Safe Environment Training prior to July 1, 2011, you are required to sign the Technology Addendum Acknowledgement form and send it to the Rectory and School offices. If your Safe Environment Training was completed after July 1, 2011, you DO NOT need to sign this document because it was included in your Safe Environment Training.

Congratulations! Your clearances and trainings are complete. You are now ready to volunteer at Saint Margaret's Church and/or School. Thank you for giving of your time and your talents to help our church and our community flourish in faith.

God bless,
Beth Mirzai
Safe Environment Coordinator
Saint Margaret's Church