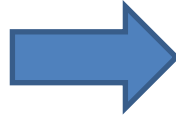




YMCA of Greater Brandywine Volunteer Matrix (6/23/15)

If volunteering for a single event, and supervised by staff.

Examples: Healthy Kids Day, SPLASH, and Halloween Event.



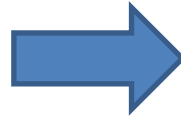
Level One Volunteer:

Background checks required:

- None

If volunteering on an ongoing basis with supervision and in line-of-site of YMCA staff when interacting with youth.

Examples: Session Volunteer, Assists a program on a consistent basis, youth sports volunteer, Board and Committee Members, Swim Team volunteers, Gymnastic Team volunteers, Community

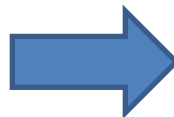


Level Two Volunteer:

Background checks required:

- PA Child Abuse History Check
- PA Criminal History Check
- FBI Criminal History Report (if volunteer has not lived in PA for the last 10 years)
- A volunteer who has lived in PA for the last 10 years will need to sign an affidavit/disclosure statement

If volunteering in a leadership role that replaces a staff person, potential for unsupervised access to a single youth or group, youth supervision responsibilities without additional YMCA staff present. **Examples: Volunteer Program Instructor, regularly volunteering parent, regularly volunteering youth coach (GOTR/STRIDE), youth mentor who works 1-on-1 with youth, field trip volunteer who could be alone with youth or a group, and volunteer of any overnight activity.**



Level Three Volunteer:

Background checks required:

- PA Child Abuse History Check
- PA Criminal History Check
- FBI Criminal History Report (if volunteer has not lived in PA for the last 10 years)
- A volunteer who has lived in PA for the last 10 years will need to sign an affidavit/disclosure statement



YMCA of Greater Brandywine Volunteer Clearance Instructions

Volunteers are required to submit original clearance documents to the designated Volunteer Coordinator at their home branch. Original documents will be verified by the Volunteer Coordinator, and copies will be kept in a confidential file.

TYPE OF CLEARANCE	INFORMATION	LINK AND CONTACT INFORMATION/AGENCY	WHO IS REQUIRED TO OBTAIN THIS CLEARANCE
<p>Act 34 Pennsylvania Criminal History Check</p> <p>(Cost to Volunteer determined by agency)</p>	<p>This is an online procedure. Click on the following link and go to "Submit a New Record Check." Follow the instructions through to the Certification Page. Once the Search results Table appears, click on the Control Number. Please be sure to retain the control number for your records. Click on the Certification Page to access your official Clearance. The Record Check Details page is only a receipt and not acceptable as a "clearance." You can complete everything online and receive your results immediately. Please retain a copy for your records.</p>	<p>http://epatch.state.pa.us/Home.jsp</p> <p>1-888-783-7972</p>	<p>All Level II or Level III Volunteers</p>
<p>Act 151 Pennsylvania Child Abuse History Check</p> <p>(Cost to Volunteer determined by agency)</p>	<p>This is an online procedure. Once you click on the link you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: you will need an email address to create an account. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. Please retain a copy for your records.</p>	<p>https://www.compass.state.pa.us/CWIS</p> <p>1-877-371-5422</p>	<p>All Level II or Level III Volunteers</p>
<p>Act 114 FBI Criminal History Report \$27.00</p> <p>(Cost to Volunteer determined by agency)</p>	<p>Volunteer Requirements:</p> <ol style="list-style-type: none"> The applicant MUST register PRIOR to going to the fingerprint site. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Telephone registration is available at 1-888-439-2486 Monday through Friday, 8 am to 6 pm EST. Make sure you register for the Department of Human Services FBI clearance. The applicant MUST make their payment online at www.pa.cogentid.com PRIOR to going to the fingerprint site. On the day of the fingerprinting, the applicant must bring <ol style="list-style-type: none"> A valid driver's license or other approved photo ID. The confirmation number received upon registration. This number will be used to access necessary information. 	<p>https://www.pa.cogentid.com/index_dpw.htm</p> <p>1-888-439-2486</p>	<p>Any Level II or Level III Volunteer who has not lived in PA for the last 10 years.</p> <p>Any Level II or Level II Volunteer who has lived in PA for the last 10 years will need to sign an affidavit.</p>