



LOGOS ACADEMY
HARRISBURG

Volunteer
Information
Packet
2022-2023

LOGOS ACADEMY CLEARANCE PROCESS for VOLUNTEERS

All volunteers must obtain a Child Abuse Clearance, Pennsylvania Criminal Clearance and an FBI Federal Criminal History Clearance prior to volunteering at Logos Academy. If you have current clearances that are less than 5 years old we will accept them. Following are the instructions for obtaining the three required clearances: PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY AS THE PROCESS HAS CHANGED FOR THE FBI AND STATE CLEARANCES AS OF 1/1/2018.

Following are the instructions for obtaining the three required clearances:

1) FBI Federal Criminal History Clearance

Please Note: if you have lived in Pennsylvania 10 years or longer, and have no criminal record; you do not need to complete the FBI Federal Criminal History Clearance. You may complete the "Disclosure Statement" form in place of the FBI check. Please have someone sign as a witness who can verify that you have lived in that location for 10 years. If you have a record on either of the other two clearances, you will need to obtain the FBI clearance.

- a. If you have lived in PA less than 10 years, you must register online at <https://www.identogo.com/locations/pennsylvania> and click on digital fingerprinting. Enter code 1KG6TR for non-public schools. Click on schedule an appointment. Fill out the following screen with your contact information. There is a fee of \$23.85 for the fingerprint clearance. Credit/debit cards may be used online. If you can't pay online then you will pay when you get fingerprinted. (Please note: cash or personal checks will not be accepted.)
- b. Applicants should either print out the registration confirmation number; or, if they do not have access to a printer, record the number in a safe place.
- c. Once registered, choose your location and appointment time.
- d. Applicants must provide proof of identity upon arrival at the Fingerprint Center (state issued driver's license, state I.D. card, passport, etc.).
- e. After being fingerprinted, applicants must provide Logos Academy with a copy of the receipt which contains the UE ID number and the TCN number. Logos Academy will then obtain the original clearance via the website. When your clearance has been processed, you will receive an email from Identogo with results. **DO NOT OPEN THIS EMAIL UNLESS YOU CAN PRINT YOUR RESULTS. YOU HAVE ONLY ONE CHANCE TO ACCESS YOUR RECORD.**

2) ACT 34- PA State Police Criminal Record Check

- a. Go to <https://epatch.state.pa.us> This clearance is free for volunteers. You get (1) free clearance every five years. If you need to get a new record and have already used your one free record, there will be a \$22.00 fee.
- b. Verification will be obtained immediately. PLEASE follow these directions carefully. After you receive your control number, you need to check status by inputting that number and your name and date record was obtained. After you click Search, a new box comes up with search results. Click on the blue control number and a new window opens for "Record Check Details." Above the Back button towards the bottom is "Certification Form" in blue. Click on "Certification Form" and the actual certificate comes up. Print this certificate.
- c. Volunteers MUST provide Logos Academy with the original certificate. We will make a copy and give you back your original.

3) Act 151- PA Child Abuse History Clearance

- a) Go to <https://www.compass.state.pa.us/cwis> (create an account)
- b) After creating an account, you will receive an email with your password in order to log into the website and complete the clearance application.

c) Please be sure to select the appropriate type of clearance for educational institutions (School District.)

d) This clearance is free for volunteers. Verification can take up to 14 days; and volunteers can choose to receive notification via email, mail to their home address or both.

e) Once received, volunteers must provide Logos with the original clearance form. We will make a copy and give you back your original.

4) Act 24 of 2011- Form PDE-6004

Act 24 of 2011 (Act 24) amends Section 111 of the School Code. Act 24 requires all current school employees, substitutes, volunteers, and extracurricular staff of public and private schools to complete a Pennsylvania Department of Education ("PDE") form to report prior arrests or convictions for any offense listed in the newly expanded Section 111(e). PDE developed the Form PDE-6004 for reporting purposes, and a copy of that form is available in the Staff Resources folder. All staff and volunteers must submit the form, even if they do not have a record. Therefore, you are required to print and submit a signed and completed Form PDE-6004 to the office yearly. Act 24 also now requires that school employees report to the District within 72 hours any arrest or conviction for any criminal offense listed in Section 111(e).

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
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 with _____ and
AM NOT required to obtain a certification through the Federal Bureau of Investigation (FBI), 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 understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below 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 swear/affirm that I have not 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.

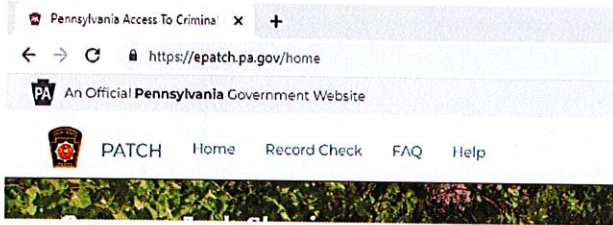
I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District 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 2709.1	(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.

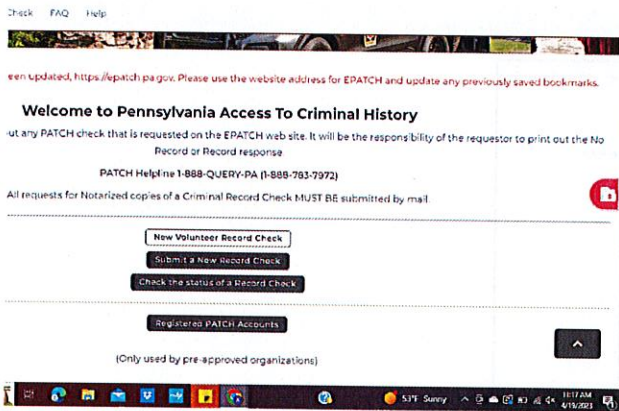


Act 34- PA State Police Criminal Record Check

- a. Enter “epatch.pa.gov/home” into the search bar.



- b. Scroll down and select “Make Volunteer Record Check”



- c. Read through terms and conditions, then scroll down to the bottom and check mark the box, then select “Accept”

Volunteer Acknowledgement Section

- By checking this box I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$22 fee is being waived because of my status as an unpaid volunteer. I also understand that any false statements made on this form are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be punishable by fine or imprisonment.

Accept Decline

0/1000

- d. Select "VolunteerFree" under reason for request. Following that, complete empty boxes with the red asterisk * mark. Select "Submit"

Reason For Request: VolunteerFREE

* Volunteer Organization Name: Logos Academy Harrisburg

Volunteer Organization Telephone Number:

* First Name: Joe

Middle Name:

* Last Name: Johnson

* Address Line 1: Address

Address Line 2:

* City: City

* State: PA

* Zip: 12345

Country: US

* Email Addr: emailaddress@gmail.com

Confirm Email Addr: emailaddress@gmail.com

* Phone Number: 123456789

- e. Verify information, then select "Proceed"

Personal Information Review

the "Proceed" button. If you need to make changes, click the "Back" button.

Individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 0.00 dollars

Reason For Request: VolunteerFREE

Volunteer Organization Name: Logos Academy Harrisburg

Volunteer Organization Telephone Number:

Requestor Name: Joe Johnson

Address: Address
City
PA
12345

Country: US

Email Addr: emailaddress@gmail.com

Phone Number: (123) 456 7891

Back Cancel Proceed

- e. Complete empty boxes that have a red asterisk mark *, then select "Submit"

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may NOT contain multiple hyphens, underscores, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields with an asterisk are required. To submit multiple requests, click the "Add Another Request" button. When finished entering requests, click the "Submit This Request" button.

* First name: Jody

Middle Name:

* Last Name: Johnson

Suffix:

Identity Theft #:

Social Security #: [REDACTED]

* Date of Birth: 01/01/2000

Sex: Male

Race: Black

First Middle Last/Initial

Alias 1

Alias 2

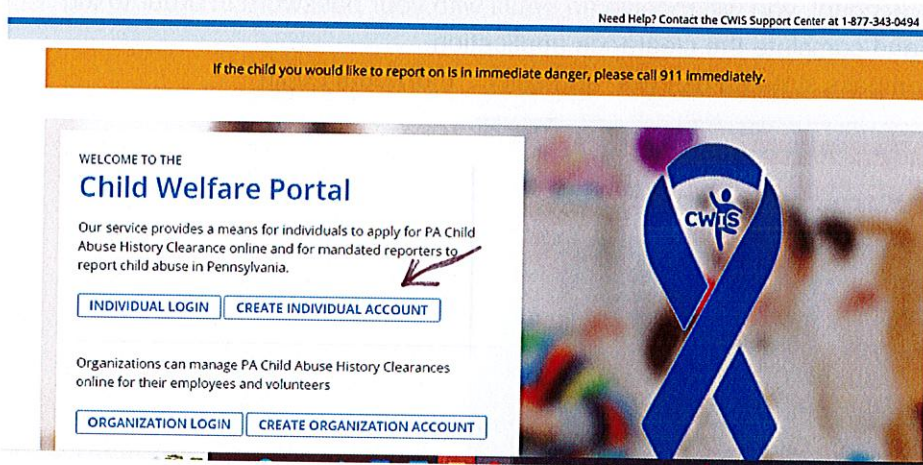
- f. Verification will be obtained immediately. Please follow these directions carefully. After you receive your control number, you need to check status by inputting that number and your name and date record was obtained. After you click Search, a new box comes up with search results. Click on the blue control number and a new window opens for "Record Check Details". Above the Back button towards the bottom is "Certification Form" in blue. Click on "Certification Form" and the actual certificate comes up. Print this certificate.

Act 151- Pa Child Abuse History Clearance

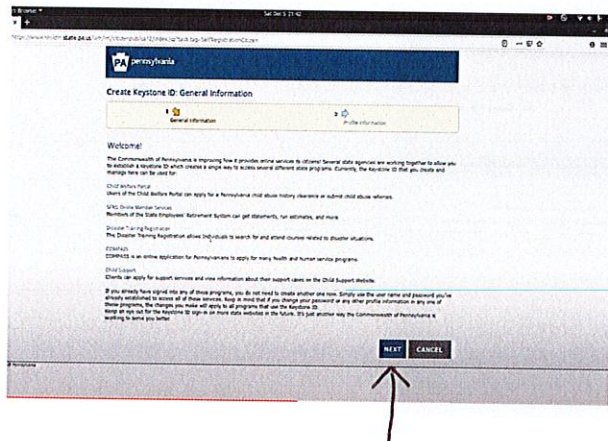
1. Enter compass.state.pa.us/cwis into the search bar.



2. Select "Create Individual Account"



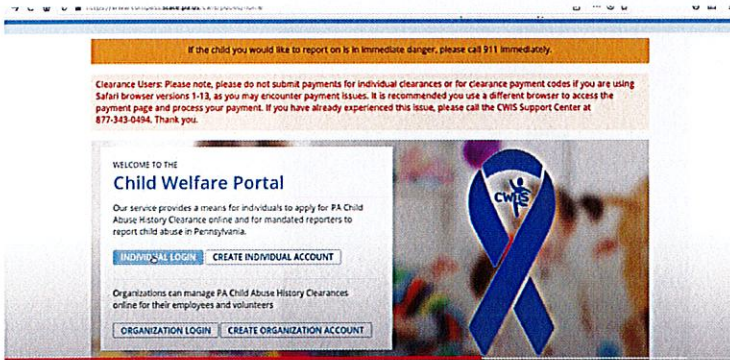
3. Select 'Next'



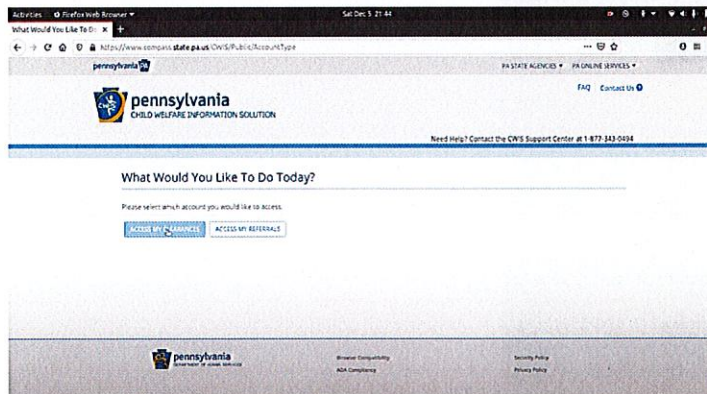
4. Enter information then select "Finish"

The screenshot shows the 'Create Keystone ID: Profile Information' page. It includes fields for 'Keystone ID' (with a note '(Must be 6 to 84 characters)'), 'First Name', 'Last Name', 'Date Of Birth' (with a note '(MM/DD/YYYY)'), and 'E-mail'. Below these are three 'Security Question' sections, each with a dropdown menu for the question and a text input for the answer. A 'Create ID' button is at the bottom.

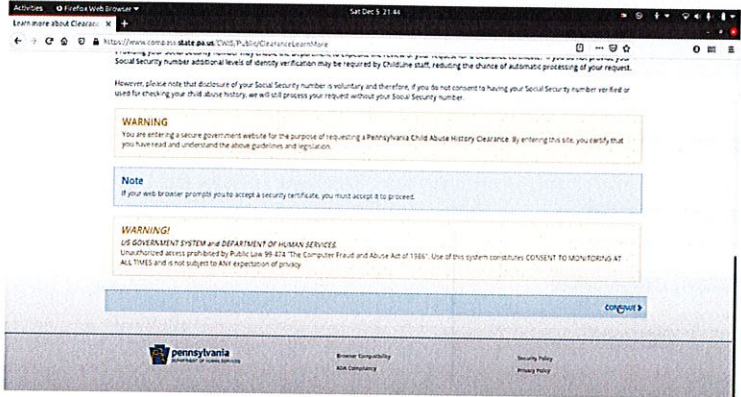
5. After creating an account, you will receive an email with your password in order to log into the website and complete the clearance application.
6. Log back into "compass.state.pa.us/cwis" and select "Individual Login"



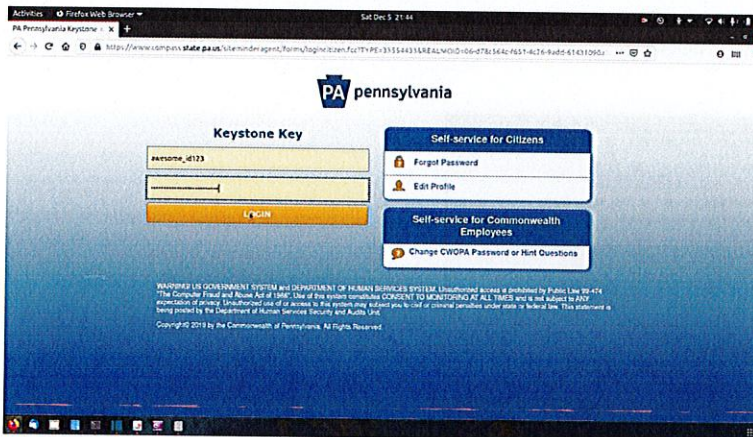
7. Select "Access My Clearances"



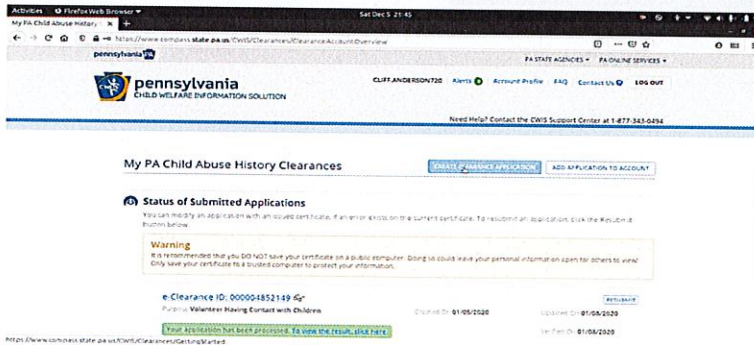
8. Scroll down and select "Continue"



9. Enter username and the password you received from your email.



10. Select "Create Clearance Application"



11. Select "Begin"

https://www.compass.state.pa.us/CWIS/Clearance/ClearanceRegistration

- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or had been known by
- Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 37 months will need to provide either credit card information for an \$13.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification.

Volunteer Applicants

As a volunteer applicant you are permitted to receive one certification free of charge every 37 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 37 months.

Additional Information

All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the Commonwealth of Pennsylvania's Privacy Policy. Additionally more information is provided in the Rights and Responsibilities.

If you have any questions about your application, please refer to the Frequently Asked Questions page. If you need further assistance, please contact the Childline and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422.

REVOLO

Browser Compliance
ADA Compliance

Security Policy
Privacy Policy

9. Complete Application Process. Select "Volunteer with Children" (Agency Name: Logos Academy Harrisburg)

Application Purpose

PA STATE AGENCIES - PA ONLINE SERVICES

CLIFF ANDERSON720 Alerts FAQ Contact Us LOG OUT

Need Help? Contact the CWIS Support Center at 1-877-343-0434

e Clearance ID: 000005758218

Back to My Account

Part 1

- Application Purpose (Selected)
- Applicant Information
- Current Address
- Previous Addresses
- Residential Members
- Application Summary

Part 2

- Expenses
- Applicant Payment

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://www.pasps.org/pa.gov/clearances/index.htm>

- Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- Foster Parent: Applying for purposes of providing foster care.
- Prospective Adoptive Parent: Applying for the purpose of adoption.
- Employee of Child Care Services: Applying for the purpose of child care services in the home.

I swear/affirm that 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 within the past five (5) years 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 the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

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 certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

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 certifications.

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: _____

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Any former names
by which you have
been identified: _____

Section 2. Report of Arrest or Conviction

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §1-111(e) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

Details of Arrests or Convictions

For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.

Section 3. No Arrest or Conviction

By checking this box, I state that I have never been arrested for or convicted of any Reportable Offense.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §1-111(e).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current employees of a public or private school, intermediate unit or area vocational-technical school by December 27, 2011. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §1-111(e) and occurring after September 28, 2011. In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

An offense enumerated under 24 P.S. §1-111(e) (a "Reportable Offense") consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ 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 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

- (3) An offense **SIMILAR IN NATURE** to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

Volunteer Emergency Contact Information

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Primary Emergency Contact:

Name: _____

Relationship to Volunteer: _____

Daytime Phone: _____

Secondary Emergency Contact:

Name: _____

Relationship to Volunteer: _____

Daytime Phone: _____

Physician:

Name: _____

Group Name: _____

Business Address: _____

Phone Number: _____

Other Information: _____

Allergies (food, insects, etc.):

Any other personal data you feel we should know in the event of a medical emergency:

Volunteer Agreement

I understand that I enter this volunteer program of my own free will, to serve without pay, understanding that I am not an employee or agent of Logos Academy and therefore I am not covered by any of its insurance programs or policies. I further agree to conduct myself in a professional manner, to promote the education and interest of the students and the reputation of Logos Academy. I understand and acknowledge that I am a mandated reporter with the meaning of the Child Protective Services Law. I understand that I am required by law to report instances of suspected child abuse, I have reviewed and understand District Policy 806, Child/Student Abuse, and materials found on the website [KeepkidsSafe.pa.gov](http://www.KeepkidsSafe.pa.gov). I also understand that free online training is available from the Child Welfare Resource Center at http://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabaction?tab_group_id=49. I understand Logos Academy has strongly encouraged me to complete this training. I acknowledge and agree that I will comply with Policy 806 and immediately report suspected child abuse as required by law.

Signature: _____

Date: _____

Vehicle Information

Please tell us the make and model of the car you'll be driving to school, as well as your license plate number for parking purposes.

Vehicle make and model: _____

License plate number: _____

Please display the blue parking pass on your dashboard when parking in the church parking lot.



STAFF/VOLUNTEER CODE OF CONDUCT

1. To protect Logos Harrisburg staff, volunteers, and students, at no time may a staff person or volunteer be alone with a single child where the staff or volunteer cannot be observed by others.
2. Staff shall never leave a child unsupervised.
3. Staff and volunteers will make sure a restroom is not occupied before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open.
4. Staff and volunteers will conduct and supervise private activities (toileting, changing) in pairs. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for immediate dismissal.
6. Staff and volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
7. Staff and volunteers will use appropriate touch, including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks.
8. Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
9. Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
10. Staff and volunteers will not have private interactions through social media, computers, or hand-held devices with any children.
11. Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, sexual identity, or culture.
12. Staff and volunteers will refrain from intimate displays of affection toward others.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
16. Staff may not be alone with children outside of school. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
17. Staff are not to transport children in their own vehicles.
18. Staff may not date program participants under the age of 18 years of age.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with Logos Harrisburg).
20. Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting, and reporting child abuse and attend prevention training.

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature & Date _____

Supervisor Signature & Date _____

"Intelligence Plus Character"

Martin Luther King Jr.