



Volunteer Church Personnel Check List

First Name: _____ Last Name: _____ Start Date: ____ / ____ / ____

Program: _____ Title: _____ Parish/School: _____

Each of the following items should be included with this form:

<u>Type/Level of Contact</u>	<u>Items Required</u>
___ Volunteers under 18 yrs. of age	Nothing Required
___ Any possible contact	1, 2, and 3 or 4
___ Regular	1, 2, 5, 6, 7, 8, 9 and 3 or 4

Check below if on file:

1. ___ Pennsylvania Criminal background check* Dated: ____/____/____
2. ___ Pennsylvania Child Abuse Clearance* Dated: ____/____/____
3. ___ Federal Criminal History Record (Fingerprints) (*required of volunteers who have not been PA residents for 10 years of more*)* Dated: ____/____/____
4. ___ Pennsylvania Disclosure Statement Application (*required of volunteers who have been PA residents for at least 10 continuous years*)* Dated: ____/____/____
5. ___ Certificate of Completion for Safe Environment Part 1 "Protecting God's Children" certificate
6. ___ Signed acknowledgment page of Standards of Ministerial Behavior and Boundaries (*SMB form*)
7. ___ Signed acknowledgment page of the Information and Communication Technology Addendum (*included on the SMB form if attended Safe Environment Part 1 after July 1st 2011*)
8. ___ Certificate of Completion Safe Environment Part 2 "Mandated Reporting"
9. ___ Signed Acknowledgement page of Mandated Reporter update
(*If trained prior to February 2015, and those who may have possible contact*)

* Must be renewed every 5 years.

