



SHADY SIDE ACADEMY

SUBSTANTIAL CONTACT VOLUNTEER REGISTRATION FORM

The Academy classifies volunteers into two categories: **Limited Contact Volunteers**, and **Substantial Contact Volunteers**. *While some examples are provided below for illustrative purposes, only a Head of School, the Academy President, or the Chief Financial Officer may make the determination of whether an individual volunteer falls into the "Limited" or "Substantial" contact category.*

Individuals designated as **Substantial Contact Volunteers** meet the criteria under Act 153 and are therefore required to complete and submit the clearances listed below. The reverse side of this *Substantial Contact Volunteer Registration Form* must be completed, signed, and presented to the Head's Office, along with current legal identification and documentation of the required clearances, prior to beginning any volunteer services. Complete instructions on the completion of each clearance are attached.

1. Act 114 FBI Criminal History Report (approx. \$23.25)
2. 151 Pennsylvania Child Abuse Clearance
3. Act 34 Pennsylvania Criminal History Check

Volunteers are required to obtain new clearances every five (5) years. You are also required to notify the Academy within 72 hours if you are arrested for or convicted of an offense that would constitute grounds for denying participation as a volunteer, or you are named as a perpetrator in a child abuse report. Willful failure to do so has criminal implications and may jeopardize your ability to volunteer with the Academy.

A **Substantial Contact Volunteer** is defined as any adult individual who:

1. Provides voluntary, unpaid services to the Academy
2. Works under the general direction and supervision of an Academy employee
3. Is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by an Academy employee

AND/OR

4. Provides volunteer service (regardless of nature) exceeding ten (10) days OR thirty (30) hours throughout the school year.

Some examples of substantial contact volunteers may include individuals who:

- Chaperone overnight field trips
- Provide regular mentorship or coaching support for teams or extracurricular activities
- Assist in the costuming, choreography, or other aspects of student productions



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Registration Date: _____ Academy Division: _____

Volunteer Activities: _____

Volunteer's Name: _____

Address: _____ Phone: _____

_____ Alternate Phone: _____

_____ Email Address: _____

I certify that the information I have furnished is accurate and truthful to the best of my knowledge and belief. I hereby authorize Shady Side Academy to investigate any or all statements I have made with the understanding that any misrepresentation may be considered cause to bar me, temporarily or permanently, from any/all volunteer activities.

Volunteer Signature: _____

Print Name: _____

Date: _____

FOR ADMINISTRATIVE USE

I certify that the above-named individual is accepted as a volunteer and that his/her participation in the above-named volunteer activities falls into the category of Substantial Contact Volunteer. I further certify that the above-named individual has provided documentation of the clearances required under Pennsylvania law.

Administrator Signature: _____

Print Name: _____

Print Title: _____

Date: _____



INSTRUCTIONS FOR STATE MANDATED CLEARANCE FOR VOLUNTEERS

*****SCREENSHOTS, OR PHOTOS OF DOCUMENTS TAKEN WITH A CAMERA OR CELLPHONE ARE UNACCEPTABLE AND WILL VOID YOUR DOCUMENTS. IF YOU CANNOT PRINT, OR PRINT CLEARLY AT HOME, PLEASE SAVE THE DOCUMENT AS A PDF, E-MAIL IT TO YOURSELF AND BRING IT IN TO SHADY SIDE ACADEMY TO PRINT PROPERLY.*****

Approved Child Abuse Recognition and Reporting Training for Mandated Reports:

1. Go to <https://www.reportabusepa.pitt.edu/> ****If this is your first time registering for the course, complete steps 2-4. If you already have a user name and password, skip to step 5.***
2. Click the "Registration" link in the blue bar across the top
3. Enter the requested personal information
4. You will be assigned a username and password
5. Return to the welcome page and login with the username and password provided in the previous step
6. Click on the link for the course "Recognizing and Reporting Child Abuse"
7. You will need to disable the pop-up blocker in your browser in order to launch the course.
8. The course is presented in 10 sections; navigate through them at your own pace. At the end of each section you will have the opportunity to save your progress and exit, to continue at a later time.
9. The course will take between one and two hours to complete.
10. During Section 9, you will learn how to report suspected abuse to ChildLine through the self-serve system. The web site and account used for reporting are the same as those used for obtaining the PA Child Abuse History Clearance as described below.
11. Upon completing the course and the survey, enter your full name on the signature page.
12. Print your certificate of completion and submit a scanned copy to clearances@shadysideacademy.org. Retain a copy for your own records. **AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**
13. Certificates when printed, must have all language/words visible and legible and no part of the certificate is to be cut off, preventing visibility of any of its contents.

PA Child Abuse History Clearance:

1. Go to <https://www.compass.state.pa.us/cwis/public/home> ****If this if your first time on the site, complete steps 2-7. If you already have your login information, skip to step 8.***
2. Choose "create individual account" and enter the requested information.
3. Check your email for a message with a temporary password.
4. Return to the link above, choose "login."
5. Enter the Keystone ID (aka username) you created in the first step and the password sent in the email.
6. When prompted, change your password to something of your choice – note the very specific security requirements listed for your password.
7. *Be sure to keep track of your login information – you will need to access this account should you ever have cause to report suspected abuse.*
8. Login again with your Keystone ID and newly created password.
9. Accept the terms & conditions and move on to submitting your clearance request.
10. Choose "school employment" or "volunteer", as appropriate, as the reason for your request

11. Complete the application. Be prepared to enter every previous name you've ever used, every previous address you've ever lived at, and every person with whom you've ever lived. They will accept partial information if you don't remember all the exact addresses.
12. Review your information and continue to the payment screen.
13. Enter your credit card information to **pay the fee**
14. Print and retain your confirmation.
15. Once submitted & processed, you'll be able to access your results through this account. **EXAMPLES OF WHAT THESE CERTIFICATES LOOK LIKE ARE ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**
16. **Please note that there are several versions attached. Yours may vary depending on when, how and where you obtained it. Any of the three formats attached are acceptable, but all information must be clear, legible and visible.** Print your results and submit a scanned copy to clearances@shadysideacademy.org. Retain a copy for your own records.

PA state criminal history check:

1. Go to <https://epatch.pa.gov/home>
2. Choose "submit a new record check."
3. Accept the terms and conditions.
4. Click the button for "Submit a New Record Check" if you are an employee, or "New Record Check (Volunteers Only)" if you are a volunteer.
5. Enter your name, address, SSN, and any other names you have used (e.g., maiden name, previous married name, or aliases/nicknames.)
6. Enter your credit card information to **pay the fee** (if you are an employee – there is no charge for volunteers)
7. Print and retain your confirmation.
8. The next screen will show the control #, your name, the date of request and the status. Double click the control number.
9. This screen will show the same information and method of payment along with some other personal information and will have "certification form" written in blue above a "back button." Double click "certification form."
10. A pop-up screen regarding formatting may appear – click "ok"
14. This screen is the official result of your background check and is the **only piece** that is valid for submission. Without this form, your record will not be considered complete. **Please print it out the seal must be visible and legible in the printed copy for it to be valid.** If your printer is unable to do this, or you cannot print, please save as a pdf and e-mail to yourself and then print from an SSA printer. **AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**

FBI fingerprint check:

1. Go to <https://uenroll.identogo.com>
2. Enter the appropriate service code. NOTE: You must be accurate with your service code. WE CANNOT ACCEPT a volunteer clearance for a paid employee.
 - a. EMPLOYEES: 1KG6V5
 - b. VOLUNTEERS: 1KG6ZJ
3. Follow the site instructions to choose a location and schedule an appointment for your fingerprinting.
4. The confirmation screen will list the date, time and location of your appointment; identification documents you will need to bring, and the cost of the fingerprinting, which you will pay in person at the time of your appointment. There is a slightly reduced rate for volunteers.
5. Within a few days after completing your fingerprints, you should receive an email with your unofficial results. NOTE: the link provided for your results is valid once only and expires quickly – please follow the link and download your results as quickly as possible. Provide these results to the Academy either in person at Bayard House, Senior School campus or via email at clearances@shadysideacademy.org.