

Volunteer Policy and Procedures

Volunteers are very important and greatly needed at Meadowbrook Christian School. Parents of MCS students as well as grandparents, relatives, and friends of MCS are all valued and may serve as volunteers.

Definition of an MCS Volunteer - An individual who voluntarily (without compensation) provides services to the school in connection with the school's activities and

- 1) operates under the general direction and supervision of a coach, teacher, administrator, or staff member employed by Meadowbrook Christian School.
- 2) is responsible for the welfare of a child or has direct volunteer contact with students.

What is the difference between an MCS Volunteer and MCS Visitor?

A visitor is any individual who is not responsible for the welfare of a child or does not have direct volunteer contact with students in connection with the school or its activities.

Examples of Volunteers:

- Assisting students at the school (one-on-one or in a group setting)
- Chaperoning school activities including class parties, field trips, etc.
- Helping students as part of school plays or musicals
- Serving on the coaching staff of or assisting with an athletic team

Examples of Visitors:

- Joining a student for lunch or a special school day (Parents' Day, Grandparents' Day, etc.)
- Serving as a guest reader or guest speaker in a classroom
- Presenting at a school chapel or assembly

How do I become a Meadowbrook Christian School Volunteer?

First and foremost, the safety of our students is imperative. Therefore, if you are interested in becoming an MCS volunteer, you are required to present copies of the three clearances listed below to the office **prior to** the day of the event or activity.

If you need clearances or your clearances will be more than 5 years old prior to the end of the school year, follow the directions below on how to apply for clearances.

- 1) You will need to obtain the following clearances: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and the FBI Fingerprint Criminal Background Check or an affidavit. Please note, you will need to be connected to a printer. You are responsible to pay any fees charged for clearances. **Currently, the PA Child Abuse History Clearance and the PA State Police Criminal Record Check are provided at no charge to volunteers. However, there is a charge for the FBI Criminal Background check if it is required.** If you have been a continuous resident of Pennsylvania for the past 10 years, you do not need to complete the FBI check. However, you must sign a volunteer affidavit, available on the school website or from the school receptionist, stating that you are not disqualified from service based upon a conviction.
 - 2) Once obtained, copies of all three clearances must be given to the office to be kept on file. Your name will be placed on an MCS school-wide volunteer list.
 - 3) In order to be included in classroom volunteer opportunities, please inform your child's teacher if you or other family members have submitted the required clearances.
 - 4) State law requires volunteer clearances to be updated every **five years**.
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1. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

<https://www.compass.state.pa.us/CWIS>

- A. After clicking on the link above, click "Create New Account", unless you already created an account for recent clearances.
- B. Read the Welcome and then click "Next".
- C. Create your own "Keystone ID" and answer the questions on the page including the security question. (Use an email account you can access because you will be sent a temporary password which you will need to complete the process.)
- D. Check your email for the temporary password which was sent to you.
- E. Go back to the main page using the link above (compass.state), and this time click "Log in".
- F. Next click on "Access My Clearances".
- G. Read the information and then click on "Continue".
- H. Type in your username and the temporary password that was emailed to you.
- I. You will be asked to create a new password and click "Continue".
- J. Select "Volunteer" as the reason from the drop-down list of choices, and then fill in the remaining information requested on the screen. It is a secure site so you can enter your social security number.
- K. You can select to have a paper copy mailed to you. However, you will get an electronic version that you can print off, so it is your choice.

- L. You will need to list every permanent address you have lived at since 1975. If you do not remember all the specifics such as zip, or street address just fill in as much as you can. If parents/grandparents are deceased, you do not need to enter an age in for them.
 - M. You will need to list everyone you have ever lived with this includes your parent(s), spouse, ex-spouses, etc. You will need to select how they are/were related to you.
 - N. You then need to click to verify that the information you are submitting is correct.
 - O. After submitting, usually within a few minutes, your results should appear right under the account number. In a green box, you will see "To view the result, click here".
 - P. The pdf of the certificate should show up, print out a copy then at the top of the page click "Log Out".
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2. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

<https://epatch.state.pa.us/Home.jsp>

- A. Click on the link above.
 - B. Click in the middle right of the page on "Submit a New Record Check".
 - C. Read the information and click "accept".
 - D. Fill in the information requested. For Reason, Scroll down to "School District".
 - E. Verify your information and click "Proceed".
 - F. After submitting, usually within a few minutes, your results should appear. Click on view results and print out a copy.
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3. FEDERAL BUREAU OF INVESTIGATION (FBI) FINGERPRINT CRIMINAL BACKGROUND CHECK INSTRUCTIONS

Please note: If you have been a continuous resident of Pennsylvania for the past 10 years, you do not need to complete the FBI check. However, you must sign a volunteer affidavit, available on the school website or from the school receptionist, stating that you are not disqualified from service based upon a conviction.

The State of Pennsylvania has recently changed vendors for conducting the FBI Background Check. Here are new instructions for completing the FBI background check and being fingerprinted with the new PA state approved vendor.

<https://uenroll.identogo.com>

- A. Click on the link above to pre-enroll for your FBI Fingerprint Clearance on the Identogo website. Telephone registration is also available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST.
- B. Please enter the service code 1KG6TR for non-public schools.

- C. Click on “Schedule or Manage an Appointment”.
- D. Complete all steps of the registration process. Under “documents”, please make sure to select an identification document you possess that will serve as your official identification.
- E. At the end, you will be asked to make an appointment to be fingerprinted at the available location of your choice. The closest locations are Selinsgrove and South Williamsport. A complete list of locations and hours is on the Identogo website.
- F. You will receive a receipt and an email appointment confirmation. Print your receipt from this transaction which will include your Universal Enrollment ID (UEID). You will need this receipt for your fingerprint appointment; do not lose it.
- G. For your scheduled appointment, please bring your receipt from the on-line pre-enrollment, the identification documentation you selected to confirm your identity, and a form of payment. Please make sure that your legal name exactly matches the name on the identification. For payment, only major credit cards, money orders, or cashier’s checks payable to MorphoTrust will be accepted. The cost is \$22.60.
- H. You will receive an unofficial copy of your report by email. However, the school is required to review the official CHRI online and print a file copy.
- I. Therefore, you must present a receipt showing your UEID to your child’s teacher or the school receptionist. If you have misplaced your receipt or need your UEID, you may visit the Identogo website and click on “Check the Status of your Service” to provide alternate personal information.

Thank you for partnering with Meadowbrook Christian School! We look forward to serving our students and families alongside of you!