



## How Do I Become a Warrior Run Volunteer?

Volunteers are parents or community members who voluntarily offer a service to the District without compensation. The following steps must be completed prior to starting actual volunteer services:

- 1) After initial approval from the building principal, you will need to obtain your clearances which include the Pennsylvania State Police Criminal Records Check, the Child Abuse History Clearance and completing an affidavit or the Federal Criminal History Background Check.
- 2) You will need to complete the Act 126 Mandated Reporter Training and submit proof of completion prior to volunteering. The training may be accessed thru a free website: <https://www.reportabusepa.pitt.edu>. Once the website is accessed, please register, print your certificate upon completion, and present certificate to the principal.
- 3) Original copies of clearances must be presented to the principal. Copies will be signed and dated, then forwarded to the District Business Office.
- 4) Your name will then be placed on the School Board agenda for approval.

### Clearances

As a volunteer state law requires clearances every five years. You will need to pay for the clearances, but at this point in time, the PA Child Abuse History Clearance and the PA State Police Criminal Record Check are provided at no charge to volunteers.

### PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

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

#### Directions:

- 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 they will send you a temporary password that you will need to complete the process).
- d. Check your email for the temporary password they will send to you.
- e. Go back to the main page using the link above (compass.state) and this time click "Log in".
- f. Then 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. Then it will ask you 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 but 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 put 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 what 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 that will say "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".

1. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

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

Directions:

- 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.

2. FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK

Please note - If you have lived in the state of PA for the past 10 years, you do not need to complete this step. A volunteer affidavit is available in the school office in lieu of this step.

<https://uenroll.identogo.com>

Directions:

- a. Go to <https://uenroll.identogo.com>.
- b. Enter appropriate Service Code and click "GO".  
Volunteers..... 1KG6Y3
- c. Choose "Schedule or manage appointment".
- d. Complete "Essential Info" and click "Next".
- e. Complete "Additional Info" and click "Next".
- f. Complete "Citizenship" and click "Next".
- g. Complete "Personal Questions" and click "Next". (Authorization Code answer is "NO")
- h. Complete "Personal Info" and click "Next".
- i. Complete "Address" and click "Next".
- j. Complete "Documents" and click "Next".
- k. Type in Zip Code to see which sites are closest to you and have available appointments. Choose a site and click "Next" within that site choice. (Closest locations to 17772 are South Williamsport and Bloomsburg)
- l. "Date and Time" choose either a date and time you would like to schedule an appointment or choose walk in. Select "Submit".
- m. Print your status to take with you to the fingerprinting site.
- n. Fee for clearance is \$22.60 which will be paid by credit/debit card or money order the day of your appointment.
- o. Submit a copy of your "Status" sheet with your Service Code on it to District Office.