

TO VOLUNTEER AT HOPE

ALL **RED** ITEMS MUST BE RECEIVED BY THE OFFICE BEFORE YOU CAN VOLUNTEER

A locked box is located on the wall across from the elevator where all papers may be placed in a sealed envelope, or emailed to Sharon@HopeGilbertsville.org

Church Forms *online link available upon request*

1. **Ministry Manual Agreement**
2. **Ministry Application**
 - a. Email Sharon@HopeGilbertsville.org for the online link.

State/Federal Forms Needed -- *These need to be renewed every 5 years.*

Keep Kids Safe - for access to All 3 State / Federal forms

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

1. **PA Child Abuse Clearance** from PA Dept. of Human Services (no cost)

- a. You must create an account. For help CLICK the following link:
<https://drive.google.com/file/d/0BzZWY1n2AE8a2pWeFBCNFY2Z1JBM3JJdHYxYVdZaHl0Q3VB/view?usp=sharing>
Application Purpose – 1 (volunteer)
If Organization provided code - no
- b. ***Print Results.***

2. **PA Criminal History Report** from PA State Police (no cost)

- a. Indicate the Reason for Request as Volunteer.
- b. ***Print the Certificate.***

3. **FBI Fingerprinting**

ONE OF THE FOLLOWING:

- a. If you have lived in PA for 10 years or more...
 - Print **Signed Disclosure Statement** –
<https://drive.google.com/file/d/1j9pqZ6wOxUsd3Wfj3cpOQOEbA2rwaJ/view?usp=sharing>
 - Affirm you have No convictions to disqualify you from volunteering.
 - ***Signature needed.***

>>OR<<

FBI Fingerprinting continued

- b. If you have NOT lived in PA for at least 10 yrs.
 - **FBI Clearance costs \$22.60 (volunteer)**
 - **FBI Fingerprinting** use <https://uenroll.identogo.com/> to pre-register
 - a. Service Code: **1KG6Y3** for volunteering in a church.
 - b. Schedule appointment.
 - c. Complete the registration process.
 - d. Receive an email or confirmation number.
 - e. You may be fingerprinted at any IdentoGo location during operating hours. Please note, scheduling an appointment may lead to less or no wait time. Be sure to take identification and form of payment.
 - f. Provide a copy of **FBI clearance**.

Contact the church office or email Sharon with questions.

Sharon Gery, Bookkeeper/Admin
Sharon@hopegilbertsville.org

 **HOPE**
COMMUNITY CHURCH | 2732 N. CHARLOTTE ST.
GILBERTSVILLE, PA 19525
610-327-3722
Bringing the Gospel to Life...