



DCF Dallastown Cougar Football
228 South Charles Street
Dallastown, PA 17313
Email: dallastowncougarfootball1@gmail.com
Website: www.dallastowncougarfootball.com

Dallastown Cougar Volunteer Required Clearances

Thank you for your interest in volunteering with the Dallastown Cougar Athletics Organization.

Starting in 2015, Pennsylvania enacted a new state law which requires individuals to apply for and complete certain clearances in order to volunteer and work with children in any capacity. We as Dallastown Cougars Athletics, being a youth organization, are mandated to ensure that our "volunteers" have completed all of the proper clearances in order to help with the kids. That being said, we must have on file fully completed clearances for each volunteer.

Once you go through the process and complete all clearances, they will be in our Cougar files and good for five years from the date of completion. These clearances are the same as you would need to volunteer with the Dallastown School District or any other youth organization.

We have put together a checklist of what is required and a form which will tell you how to obtain the clearances needed for each to be a volunteer in the Cougar organization. There are four (4) individual clearances that must be completed for your clearances package to be considered completed and ready to turn in.

All four completed clearance certificates/papers shall be turned in together at the same time.
Clearances are not considered complete until all four are done.

Below is a checklist of the requirements and on the following page is how to obtain all four of the clearances. For your convenience, pages three and four are copies of the FBI Clearance Exemption form (If this applies to you having lived in PA for the last 10 consecutive years) and a copy of the required Mandated Reporter Form.

Each of the following clearance forms (total of 4) must be completed and are required.

1. ____ PA State Police Access To Criminal History Clearance-PATCH-Certificate Required
2. ____ Pennsylvania Child Abuse Clearance History Report - Certificate Required
3. ____ Exemption Form For Fingerprinting (Continuous Resident of PA for 10 Years)
OR
____ Proof of Fingerprinting (Resident of PA for Less than 10 Years)
4. ____ Mandated Reporter Form

Upon completion of all four clearances, they may be submitted together in person or electronically by email to our Safety Coordinator at the following email address DCAVolunteer@gmail.com. For in person submission, please arrange a place to meet so clearances can be handed in. If submitting clearances by email, do not send photographs of the clearance documents. Submit either as a Adobe.pdf file or a .docx word document file.

If you visit your individual organization website, there should be a list of all Cougar Approved Volunteers so you can see if your name is on our list.

Thank you again for volunteering with Dallastown Cougar Athletics Organization.

Ray Schroeder President of DCA



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DALLASTOWN COUGARS ATHLETICS CLEARANCE REQUIREMENTS

PA VOLUNTEER CLEARANCE REQUIREMENTS:

Effective July 1, 2015, all volunteers for the Dallastown Cougars Baseball, Football and Cheerleading will be required to comply with the new PA State Clearance Requirements Law. This new law defines the new clearance requirements for adult volunteers having direct contact with children.

Clearance requirements if the volunteer has been a resident of PA continuously for the past 10 years:

- 1) Pennsylvania State Police Criminal Record Check
<https://epatch.state.pa.us/>
- 2) Pennsylvania Child Abuse History Clearance through the Department of Human Services <https://www.compass.state.pa.us/cwis/public/home>
- 3) Signed disclaimer affirming no charges in other states that would prohibit selection as a volunteer [FBI Clearance Exemption Form](#)
- 4) [Mandated Reporter Acknowledgement](#) - Sign and submit after reviewing mandated reporter information. [Mandated Reporter Information](#) - Review all of the frequently asked questions at the bottom of the page.

New clearance requirements if the volunteer has NOT been a resident of PA continuously for the past 10 years:

- 1) Pennsylvania State Police Criminal Record Check
<https://epatch.state.pa.us/>
- 2) Pennsylvania Child Abuse History Clearance through the Department of Human Services <https://www.compass.state.pa.us/cwis/public/home>
- 3) FBI Criminal Background Check (fingerprint check) for federal criminal history records <https://uenroll.identogo.com/> Use service code: 1KG6XN
- 4) [Mandated Reporter Acknowledgement](#) - Sign and submit after reviewing mandated reporter information. [Mandated Reporter Information](#) - Review all of the frequently asked questions at the bottom of the page.

For questions related to the new clearance requirements for volunteers or the Pennsylvania Child Abuse History Clearance, please contact the Child Line Verification Unit at 717-783-6211 or 1-877-371-5422.



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DALLASTOWN AREA SCHOOL DISTRICT

700 New School Lane
 Dallastown, PA 17313-9242
 (717) 244-4021 Telephone 1-866-273-9427 Facsimile
Troy Fisher, Director of Employee Relations & Administrative Services

Volunteer Verification - Exemption from FBI Federal Criminal History Clearance

The Child Protective Services Law requires all volunteers to complete three clearances, including the FBI Federal Criminal History Clearance. However, the Law includes a limited exception which exempts a prospective volunteer from the FBI clearance if both of the following conditions apply: (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; and (2) the prospective volunteer swears or affirms in writing that he/she is not disqualified from service by reason of criminal history. If you have lived outside Pennsylvania at any point during the prior ten (10) years, you are not eligible for the exemption and this Verification form does not apply to you. If properly completed, this Verification form will excuse eligible volunteers from the FBI Federal Criminal History Clearance.

Please read the statements below. If the statements are true and apply to you, please sign and date the Verification at the bottom. If you have any questions about this Verification or your eligibility, you must contact the District before submitting the Form.

- I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

- I swear and affirm that:

1. I have never been named in the statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.

2. I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth

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|---|--|
| Chapter 25 (relating to criminal homicide). | Section 3127 (relating to indecent exposure). |
| Section 2702 (relating to aggravated assault). | Section 4302 (relating to incest). |
| Section 2709.1 (relating to stalking). | Section 4303 (relating to concealing death of child). |
| Section 2901 (relating to kidnapping). | Section 4304 (relating to endangering welfare of children). |
| Section 2902 (relating to unlawful restraint). | Section 4305 (relating to dealing in infant children). A |
| Section 3121 (relating to rape). | felony offense under section 5902(b) (relating to |
| Section 3122.1 (relating to statutory sexual assault). Section | prostitution and related offenses). |
| 3123 (relating to involuntary deviate sexual intercourse) Section | Section 5903(c) or (d) (relating to obscene and other sexual |
| 3124.1 (relating to sexual assault). | materials and performances). |
| Section 3125 (relating to aggravated indecent assault). | Section 6301 (relating to corruption of minors). |
| Section 3126 (relating to indecent assault). | Section 6312 (relating to sexual abuse of children). |

The attempt, solicitation or conspiracy to commit any of the offenses set forth above. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

Prospective Volunteer Name (Please print) _____

Prospective Volunteer Signature/Date _____



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MANDATED REPORTER ACKNOWLEDGEMENT

I acknowledge that I have reviewed the Keep Kids Safe PA website regarding clearances and mandated reporter information. Furthermore, I understand that it is my responsibility to immediately and directly report any suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.

Volunteer Name _____
(Please print)

Volunteer Signature _____

Date _____