



Our Lady of Guadalupe *Buckingham PA*

Coach's Required Clearances Info Sheet

Thank you for being part of Our Lady of Guadalupe CYO and for volunteering to coach the youth of our parish. The following is a list of the clearances required for you to be a OLG CYO Coach.

Required Coaching Clearances

There are several clearances you need to obtain in order to become a CYO coach within the Archdiocese of Philadelphia. Once you receive these forms back, you should make a copy for your records and forward the originals to the Parish office. They are:

1. Obtain Pennsylvania State Criminal Background History (free for volunteers as of July 25th):
 - Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. Print out results.
2. Obtain Child Abuse History Clearance (free for volunteers as of July 25th):
 - Can be obtained online at <https://www.compass.state.pa.us/CWIS> (can take up to a week for results). Print out proof of sending for the clearance and provide a copy to the office when the results return.
3. Federal Fingerprinting Background Checks
 - a) Required only if you have not been a resident of Pennsylvania for 10 continuous years.
 - b) If a PA resident for more than 10 continuous years, complete the Volunteer Affidavit (see below). Please sign this document and have it witnessed.

To obtain a Federal Criminal Background Check (only if not a resident of PA for the last 10 continual years – non waived fee of \$25.75), access the online application for your FBI fingerprint check: https://www.pa.cogentid.com/index_pde.htm

- a. This is a **2-STEP** process – (1) register and pay on-line (2) go to a fingerprinting site to have your fingerprints submitted electronically.
4. All coaches must be accredited by the Archdioceses of Philadelphia by attending a coaching orientation. Information regarding dates and locations of the coaching orientation classes can be found at <http://www.ooya.org/pym/coachesorientation.html>



Our Lady of Guadalupe Buckingham PA

which is the website for the Office of Youth and Young Adults for the Philadelphia Archdiocese.

5. Coaches are required to complete Safe Environment Training Parts 1 and 2. Below are links to websites where you can register for this training (Part 1) and complete Part 2 online.

- Safe Environment Part 1 - <https://www.virtusonline.org/virtus/>
- Safe Environment Part 2 - <https://learning.childyouthprotection.org/login/index.php>



Our Lady of Guadalupe Buckingham PA

VOLUNTEER AFFIDAVIT

The undersigned, being duly sworn according to law herein swears and/or affirms that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- The position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes 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.

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

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its



Our Lady of Guadalupe Buckingham PA

Page 2
OLGC-Volunteer Affidavit

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.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as a perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Resources, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

August 1, 2016