

## CENTRAL BLAIR RECREATION & PARK COMMISSION VOLUNTEER MANUAL

The Central Blair Recreation & Park Commission welcomes you as a volunteer and we thank you for your willingness to partner with us in providing quality recreational programming.

Effective July 2, 2015, all volunteers **MUST ADHERE** to guidelines as described below. **IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS LISTED HAVE BEEN COMPLETED.** \*Please note that the records will be maintained in a secured area at the Recreation Office.

These clearance must be paid for and obtained by you, the volunteer, before your first day of volunteer service. If you do not have access to a computer, internet or a printer, the Commission will provide a computer for use at the Main Office, 2101 Fifth Avenue, Altoona, PA 16602 from 8 to 4 Monday through Friday.

1. **Volunteer Acknowledgement & Release:** Volunteers must obtain all necessary signatures and return the document to the Recreation Office, refer to page 3.
2. **Volunteer Affidavit:** Refer to page 4

A volunteer may NOT need to submit the Federal Criminal History Record (Fingerprint) if the volunteer submits an affidavit affirming that the volunteer:

- a. Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and
- b. Has never been convicted of a Reportable Offense in PA or any other state or jurisdiction including foreign jurisdictions.

3. **Reportable Offense Obligation:** Sign and return to the Recreation Office. Refer to page 5.
4. **Child Abuse Training (ACT 126):** Training is required and is available online at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Upon completion, participants will receive a certificate. A copy of the certificate must be submitted to the Recreation Office.
5. **Tuberculin Test:** A negative Tuberculin test must be on-file at the Recreation Office.

When all the application processes have been completed, all forms, certificates and test results must be submitted to the Recreation Office.

## **CENTRAL BLAIR RECREATION & PARK COMMISSION CRIMINAL CLEARANCES**

The Central Blair Recreation & Park Commission welcomes you as a volunteer and we thank you for your willingness to partner with us in providing quality recreational programming.

Effective July 2, 2015, all employees **MUST HAVE** the following on file at the Recreation Office:

Pennsylvania Child Abuse History Clearance	Pennsylvania Criminal History Clearance
Federal Criminal History and Fingerprinting	Reportable Offense Obligation
Child Abuse Training ACT 126 Certificate	Tuberculin Test Results

These clearance must be paid for and obtained by you, the volunteer, before your first day of volunteer work. If you do not have access to a computer, internet or a printer, the Commission has a computer you can use at the Main Office, 2101 Fifth Avenue, Altoona, PA 16602 from 8 to 4 Monday through Friday.

### **Pennsylvania Child Abuse History Clearance:**

Log onto <https://www.compass.state.pa.us/CWIS/public/home>

Click on Create Individual Account. Set up your account and then click finish

An e-mail with a temporary password will be sent. Use this information to finish the account set-up and then login

Click on create clearance application

On Application Purpose screen, choose Volunteer having contact with children. Volunteer category is Other and Agency name is CBRC

Complete the application and sign the e-signature on the Application Payment Screen choose NO and submit your application

An e-mail with your results will be sent to you. Please print and turn in to the Recreation Office or forward the results to your Program Coordinator.

### **Pennsylvania State Police Clearance:**

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

Click New Volunteer Record Check

Accept terms and conditions

Then complete the application

An e-mail with your results will be sent to you. Please print and turn into the Recreation Office or forward the results to your Program Coordinator.

**FBI Clearance with Fingerprinting: \$23.85 – only if you have not lived in PA for ten (10) years and you have never been convicted of a Reportable Offense in PA or any other state or jurisdiction including foreign jurisdictions. (Otherwise, please fill-out the Volunteer Affidavit.)**

Payment must be made online at the time of registration. You can start the registration process online at by accessing <https://uenroll.identogo.com> • Enter Service Code **1KG6ZJ** for volunteer • Select Schedule or Manage Appointment • Complete each screen, as required • Find fingerprinting location choose: Identogo located at 1600 Valley View Boulevard, Altoona, PA 16602, typically open M-F from 8 to 4 and schedule date/time for fingerprinting • Complete registration and take required document(s) to fingerprinting location, as scheduled. The FBI results will come to your home, when you receive them, please turn into the Recreation Office or forward the results to your Program Coordinator.

### Volunteer Acknowledgment and Release

The undersigned has freely offered, on a voluntary basis, his/her services to assist in connection with \_\_\_\_\_ activities being conducted by the Central Blair Recreation and Park Commission. The undersigned specifically acknowledges that he/she is a volunteer and not an employee or subcontractor of Central Blair Recreation and Park Commission. The undersigned further acknowledges that certain dangers and risks are inherent in connection with the contemplated volunteer services. The undersigned understands that he/she is not eligible for Workers' Compensation coverage or any other benefit from the Central Blair Recreation and Park Commission. The undersigned does hereby release and forever discharge the Central Blair Recreation and Park Commission and its officials and employees from any and all claims, demands or causes of action heretofore or hereafter arising or relating to his/her involvement in connection with or any damage or injury that may occur in connection with the undersigned providing volunteer services in connection with the Central Blair Recreation and Park Commission.

The undersigned does hereby knowingly, voluntarily, and willingly execute this Release as of this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

#### In Witness Hereof:

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title/Position**

\_\_\_\_\_  
**Date**

**Volunteer Affidavit**

Central Blair Recreation and Park Commission

(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Volunteer Position Applied For: \_\_\_\_\_

I, \_\_\_\_\_ (Name) hereby attest that all information provided below is correct and current. I understand that if this any false statements can and will be punishable by law.

1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from \_\_\_\_\_ [date ten years prior to current date], to the current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, 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).
  - A felony offense under 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).
  - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
  - A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Attest/Witness: \_\_\_\_\_

Date: \_\_\_\_\_

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**Reportable Offense Obligation**  
**Central Blair Recreation and Park Commission**

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As required by statute, I fully understand that:

1. If I am arrested for or convicted of a Reportable Offense or named as a perpetrator in a founded or indicated report I must provide written notification of the same to the Recreation Office no later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the statewide database.
2. If the CBRC has a reasonable belief that I was arrested or convicted of a Reportable Offense or was named as a perpetrator in a founded or indicated report, the CBRC can require me to update my clearances before being permitted to continue to volunteer in the CBRC.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration (3 years from the date of issuance).
5. In order to efficiently select volunteers for events requiring clearances throughout the CBRC, my name only, will be listed on a CBRC database of persons who have submitted clearances to be used for volunteer selection purposes only. Reports and information contained on the reports will remain confidential to the extent permitted by law.

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**Print Name**

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**Signature**

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**Date**

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**Email Address**

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This acknowledgment is being submitted to:

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**CBRC Representative**

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**Date of Receipt**