



SPRING GARDEN TOWNSHIP PARKS & RECREATION

340 TRI HILL ROAD
YORK, PA 17103

PHONE NUMBER: 717.854.7282
WWW.SPRINGGARDENTWP.ORG

Hello,

Thank you for your interest in volunteering in the Spring Garden Township Parks and Recreation Department. Please prepare the below application packet. Once you have the packet finished, please contact Grant Waltersdorf at gwaltersdorf@sgtwp.org, or 717-854- 7282 to set up a meeting. Please do not mail the packet.

Being a volunteer with our department will require approval from the Spring Garden Township Recreation Board. Please let me know if you have any further questions.

Sincerely,

Grant Waltersdorf
Spring Garden Township
Parks and Recreation Program Coordinator

Items to be completed:

- Volunteer Application
- PA State Police Criminal History Report: <https://epatch.state.pa.us/Home.jsp>
- PA Department of Human Services Child Abuse Report: <https://www.compass.state.pa.us/CWIS/Public/Home>
- FBI– Federal Criminal History Report: https://www.pa.cogentid.com/index_dpwNew.htm or Volunteer Verification Exemption
- Arrest-Conviction Report and Certification Form
- Volunteer Self-Reporting



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Volunteer Application

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

I am submitting the following documents to Spring Garden Township for approval as a volunteer. I understand that according to Act 153 of 2014, all volunteers must obtain and renew clearances.

- PA State Police Criminal History Report
- PA Department of Human Services Child Abuse Report
- FBI– Federal Criminal History Report or Volunteer Verification Exemption
- Arrest-Conviction Report and Certification Form
- Volunteer Self-Reporting

Upon completion of this packet, please contact Grant Waltersdorf at gwaltersdorf@sgtwp.org or 717-854-7282 to set up a meeting. Do not mail the packet!

Signature: _____ Date: _____

Signature of Recreation Program Coordinator: _____ Date: _____

FOR OFFICE USE ONLY:

Signed Volunteer Application

PA Criminal Record Check– Date: _____

PA Child Abuse History Clearance– Date: _____

FBI Federal Criminal History Report– Date: _____ or Volunteer Verification– Date: _____

Volunteer Self Reporting

Approved OR Not Approved

Signature: _____ Date: _____

Directions for PA State Police Criminal History Report, PA Department of Human



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Services Child Abuse Report, and FBI Federal Criminal History Report

Pennsylvania Criminal Records Check

There is no fee for this clearance. It is for volunteer positions only. It can be acquired online within 5 minutes.

- Go to: <https://epatch.state.pa.us/Home.jsp>
- Click "New Record Check (Volunteers Only)"
- Read acknowledgement, click the box that you understand, then click "Accept"
- Fill out the information, click "Next"
- The Volunteer Organization Name is: Spring Garden YCBAA Basketball
- The Volunteer Phone Number is: 717-854-7282
- It will show you the information you entered, either click "Back" to fix any mistake or click "Proceed" if the information is correct.
- Fill out the information on this screen also. *Please note that if you are a married female, your maiden name is an alias.
- It will show that you have a request queued. Click "Finished"
- Click "Submit"

It will be ready in pdf format. Click the control # to access it. Please either save and email this to me or print it and hand it in.

FBI Federal Criminal History Check

If you have lived in PA for the last 10 years consecutively (and be at least 18 years old or older at the start of the 10 years) you will fill out the Volunteer Verification Exemption Form instead!

If the above doesn't apply to you, there is a fee for this clearance. Please note that prior to starting this clearance; you need to be attached to a printer.

- Go to: https://www.pa.cogentid.com/index_dpw.htm
- Click "Register Online"
- Fill Out information
- We do not have an "Agency ID"
- Agency Name: Spring Garden Summer Parks
- Agency Address/State/Zip: 340 Tri Hill Road, York PA 17403
- Reason for fingerprinting: 23PACSA6344.2 DHS Volunteer
- *Please note that if you are a married female, your maiden name is an alias.
- Enter your email address at the bottom- it states it is for receipt purposes.
- Click "Next"
- Verify that all of your information is accurate and click "Next"
- Enter your payment information, click "Pay"
- Print your receipt, you will take it to fingerprinting with you.
- It takes 3-4 weeks to receive the copy in the mail from the time you complete your fingerprinting.
- Complete your fingerprinting, locations and hours are below.
 - ✓ York Learning Center, 300 East Seventh Avenue, York, PA 17404; Monday thru Thursday 10:00am-6:00pm
 - ✓ UPS #1161, 2159 White Street, Suite #3, York PA 17404; Monday thru Friday 9:00am-5:00pm; Saturday 9:00am-1:00pm



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Directions for PA State Police Criminal History Report, PA Department of Human Services Child Abuse Report, and FBI Federal Criminal History Report

Pennsylvania Child Abuse History Clearance

There is no fee for this clearance. It is for volunteer positions only. It can be acquired online within 5-10 minutes.

- Go to: <https://www.compass.state.pa.us/cwis/public/home>
- Click "Create Individual Account", click "Next" as the two other options do not pertain to you
- Create a Keystone ID (user name) and fill out the other information, click "Finish"
- A temporary password is then sent to your email
- Get your password and go back to <https://www.compass.state.pa.us/cwis/public/home>
- Click "Individual Login"
- Select "Access my clearances"
- Read information, then click "continue"
- Enter the username you created and the temporary password
- You will then pick a permanent password- please make sure you keep the username and password safe but handy
- It will congratulate you on setting a password, click "close window"
- Log in using the username and permanent password
- Read over the terms, select that you understand, click "Next"
- Read information, then click "continue"
- Click "create clearance application"
- Read information, then click "begin"
- Select "Volunteer Having Contact With Children"
- Category is "Other"
- Agency Name is "Spring Garden Summer Parks"
- Click "Next"
- Enter any information up top that is missing- gender, name, suffix, etc.
- Select whether you would like to provide a SS number, if yes, enter the number without dashes
- Do you have previous names? If yes, enter the names
*Please note that if you are a married female, your maiden name is an alias
- You may enter a contact phone number if you would like, click "Next"
- Enter your address
- Is your mailing address the same as your home address? If you have mail sent to a PO Box (for example) then you would select no and enter the information of where you want this mailed to
- Would you like a paper version? They can mail you a version but you will receive it in PDF format either way
- Previous addresses: any addresses you have had since 1975; click "next"
- Add household members: anyone you have lived with since 1975; click "next"
- Verify information; click "next"
- Select the box that you understand, type in your name, click "next"
- Did the organization provide a code- click "no", click "submit application"
- You may now log out. You will receive an email as soon as your certificate is ready. You can then log in, and print/email it



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Volunteer Verification

For 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 10-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 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 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:

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)
Section 3121 (relating to rape)	A felony offence under Section 5902(b) (relating to prostitution and related offenses)
Section 3122.1 (relating to statutory sexual assault)	Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
Section 3123 (relating to involuntary deviate sexual intercourse)	Section 6301 (relating to corruption of minors)
Section 3124.1 (relating to sexual assault)	Section 6312 (relating to sexual abuse of children)
Section 3125 (relating to aggravated indecent assault)	
Section 3126 (relating to indecent assault)	
- The attempt, solicitation, or conspiracy to commit any of the offenses set for the 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 Signature: _____

Date: _____



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ARREST/CONVICTION REPORT AND CERTIFICATION FORM (Under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____ Date of Birth (mo/day/year): ____/____/____
Any former names by which you have been identified? _____

Section 2. Report of Arrest or Conviction

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See the instructions on page 3 of this form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

Details of Arrest(s) or Conviction(s)

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. No Arrest or Conviction

By checking this box, I state that I have not been arrested for or convicted of any Reportable Offense.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct, and complete. I understand that false statements herein, including limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date



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INSTRUCTIONS

This standardized form (PDE-6004) has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of a public or private school, intermediate unit or area vocational-technical school. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

Exemption: Any current employee who completed a PDE-6004 on or before December 27, 2011, in compliance with 24 P.S. §§1-111(j)(1) and (2) on that date, and who has not been arrested for or convicted of an offense enumerated under 24 P.S. §§1-111(e) and (f.1) shall not be required to complete an additional form.

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity.

If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK



LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:
 - 1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 - 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 2910 (relating to luring a child into a motor vehicle or structure)
 - 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 3124.2 (relating to institutional sexual assault)
 - Section 3125 (relating to aggravated indecent assault)
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure)
 - Section 3129 (relating to sexual intercourse with animal)
 - 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 offence 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(a)(1) (relating to corruption of minors)
 - Section 6312 (relating to sexual abuse of children)
 - Section 6318 (relating to unlawful contact with minor)
 - Section 6319 (relating to solicitation of minors to traffic drugs)
 - Section 6320 (relating to sexual exploitation of children)

The attempt, solicitation, or conspiracy to commit any of the offenses set for the above.
A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.
 - 2) An offense designated as a felony under the Act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
 - 3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - The United States; or
 - One of its territories or possessions; or
 - Another state; or
 - The District of Columbia; or
 - The Commonwealth of Puerto Rico; or
 - A foreign nation; or
 - Under the former law of this Commonwealth.
- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:
 - 1) An offense graded as a felony offense of the first, second, or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than 10 years has elapsed from the date of expiration of the sentence for the offense.
 - 2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than five years has elapsed from the date of expiration of the sentence for the offense.
 - 3) An offense under 75 Pa .C.S. §3802(a), (b), (c), or (d) (relating to driving under influences of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa. C.S. §3803 (relating to grading), if the person has been previously convicted of such an offense and less than three years has elapsed from the date of expiration of the sentence for the most recent offense.



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AFFIRMATION OF INFORMATION

I swear/affirm to all of the following information:

Name: _____ Social Security #: _____

Address: _____

Cogent Systems Registration ID#: _____

- I am not a Pennsylvania resident I have been a Pennsylvania resident since _____
- I have provided the Township with a Pennsylvania State Police Criminal History Report, a Federal Criminal History Report (or a Volunteer Verification Exception Form), and a Pennsylvania Department of Human Services Child Abuse Report **in all cases dated within the past one year.**
- I have never been named as a perpetrator in a founded or indicated report of child abuse.

Except as noted below, I have not been arrested or convicted for any of the following offenses under the Pennsylvania Crimes Code (Title 18 of the Pennsylvania Consolidated Statutes) or other statute as indicated below or a similar crime under the law of any other state, the United States, a United States territory or possession, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation.

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2706 (relating to terroristic threats)
- Section 2709 (relating to harassment)
- Section 2709.1 (relating to stalking) or former Section 2709(b)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- 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 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Any offense under 75 Pa C.S. §3802 (relating to driving under influence of alcohol or controlled substance)
- 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 offence 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)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)
- Any offense under "The Controlled Substance Drug, Device and Cosmetic Act," 35 P.S. §780-101 *et seq.*
- Any offense under the "Pennsylvania Uniform Firearms Act," 18 P.S. §6101 *et seq.*

Details of arrest(s) or conviction(s): _____

I will immediately report to the Township if at any time in the future while still volunteering with the Township I am arrested or convicted for any offense as set forth above [or any other offense under any criminal code] – or if I am named as a perpetrator in a founded or indicated report of child abuse.

The above information is true and correct. This statement is made subject to penalties of criminal law for false statements to government officials.

Date: _____ Name (type/print): _____

Signature: _____