

Safe Sanctuaries Checklist

VOLUNTEERS

For details and links: www.carlislepaumc.org/safesanc

Following guidelines of PA State Law, CUMC requires volunteers and staff complete these five steps to comply with our Safe Sanctuaries Policy:

1. Read the Safe Sanctuaries Policy and sign the Participation Covenant
2. Complete a PA State Police Clearance
 - a. Use Volunteers Clearances button. Clearance is free.
 - b. Email returned when clearance complete. Print/download PDF file.
3. Complete the Department of Human Services Clearance
 - a. Use Volunteer option. Clearance is free.
 - b. Email returned when clearance complete. Reenter portal to print/download clearance.
4. Complete FBI Criminal History with Fingerprinting OR Affidavit.
 - a. Affidavit
 - i. For those living in PA past 10+ years.
 - ii. See link on website.
 - b. FBI Fingerprinting
 - i. For those living in PA 0-9 years.
 - ii. Go to www.identogo.com
 - iii. Click on "Get Fingerprinted" Enter "PA."
 - iv. Click on "Digital Fingerprinting" Enter Service Code: **1KG756**
 - v. Schedule an appointment. Closest center is Sherman's Messenger Service, 870 Harrisburg Pike, Carlisle
 - vi. Cost due at scheduling \$25.25
 - vii. Report comes via mail. Bring original to church office to be scanned.
5. Complete the National Sex Offender Registry (NSOR)
 - a. Required for Shining Lights Volunteers ONLY.
 - b. Submit form on website to Church Office. Clearance is free.
 - c. Certificate is returned to your home address via mail. Turn in certificate.
6. Complete Ministry Staff online training
 - a. Use the above website (www.carlislepaumc.org/safesanc) for access to Ministry Safe to create your own profile and do the training. When completed the quiz results are automatically shared with church staff.
 - b. Watch 9 videos taking about 1.5 hours. Complete 10 question quiz.

According to PA State Law, clearances and training must be updated every 5 years.

For Volunteers needing FBI Fingerprinting, CUMC will reimburse fully. Turn receipt into our Church Office with mailed Certificate for reimbursement.

Please email/submit clearance to Church Office all together.