



The Arc[®]
Chester County

Volunteer Manual

Thank you for your interest in volunteering for The Arc of Chester County.

This manual is provided to all prospective volunteers. All information and documents provided in this manual, including attachments must be reviewed, completed, and acknowledged with a signature, as required, and returned to The Arc of Chester County's Development Department prior to beginning any volunteer activity with The Arc of Chester County.

Documents and/or information to be reviewed, completed, and/or signed include:

1. Pennsylvania and Federal Clearance Information
2. Incident Management Information
3. Confidentiality Policy
4. Conflict of Interest Policy
5. Consent to Publish
6. Volunteer Policy
7. Volunteer Application
8. Pennsylvania Disclosure Statement Application for Volunteers Form, as required
9. Background Records Check/Clearance Authorization Form, as required

All documents included in this manual are available for download (PDF) at The Arc of Chester County's website www.arcofchestercounty.org.

Volunteer Application Form

Name	Home Phone
Street Address	Work Phone
City State Zip	Cell Phone
Email address	Age (if under 18)
Parent/Guardian (if under 18)	Parent Guardian Home Phone
Parent/Guardian Address	Work Phone
City State Zip	Cell Phone

Please check all that apply Arc Member Not an Arc Member I or family have used The Arc's services

How did you hear about volunteer opportunities at The Arc? _____

Highest Level of Education Middle School High School/GED College Other _____

Current Employment Status Full Time Part Time Student Not working

Employer, if currently employed _____

In which areas of The Arc would you like to volunteer? Advocacy Training Web Computer Office Summer Camps
 Office/Administrative Community Habilitation (Recreation) Committee Member

Are you interested in Long-term (on-going/recurring assignment) Short-term (as-needed basis) Project

When are you able to volunteer? Weekdays Weekday evenings Weekend days Weekend evenings

Age group preference Children Adults No preference

Have you ever been convicted of a felony? Yes No If yes, please describe _____

Please attach the following clearances, as required (we may ask volunteers to provide valid state and federal clearances for certain volunteer assignments as a part of the screening process.) PA Child Abuse Clearance PA State Police Clearance (clearances must be dated in accordance with state law). Not applicable

Have you been a continuous resident of Pennsylvania for 10 years? If Yes, please attach signed Disclosure Form If No, please attach current FBI Clearance (must be dated in accordance with state law)

Do you have a valid state issued driver's license? Yes No (We may ask volunteers to provide a copy of a valid state issued driver's license for certain volunteer assignments as a part of the screening process.)

Please list any physical or medical limitations we should be aware of _____

Will these limitations affect your volunteer activity? Yes No If yes, please describe _____

Are you allergic to? Bee stings Medications (please list) _____ Other (please list) _____

Name of Emergency Contact _____ Phone _____

With the submission of this form, I certify all information is a true and complete statement of the facts and answers required herein without omission. I have read and agree with The Arc's Volunteer Policy and Manual and understand my volunteer service tasks.

Volunteer Signature _____ Date _____

PENNSYLVANIA AND FEDERAL CLEARANCES

In order to volunteer for The Arc of Chester County, State and Federal Clearances are required for certain volunteer roles and activities, as defined under Pennsylvania (PA) State Law ACT 153. The Arc of Chester County Development Department will instruct volunteers that will require clearances to be completed and provide instructions to obtain clearances required.

Volunteers who are required to obtain clearance are those who have direct volunteer contact, defined as care, supervision, guidance, or control, and routine interaction with children.

Direct volunteer contact is the care, supervision, guidance or control of children and routine interaction with children. Routine interaction is defined as regular and repeated contact that is integral to a person's employment or volunteer responsibilities.

PA State Police (PSP) Criminal History and PA Department of Human Services Child Abuse (CAC) clearances for volunteers must be obtained by the prospective volunteer and/or can be transferred from a previous volunteer role. Transferred clearances cannot be older than 36 months. Renewal of clearances is required every 60 months.

A fingerprint Federal Criminal History from the FBI is not required if the volunteer position is unpaid AND the volunteer has been a PA resident continuously for the past 10 years.

Volunteers who are not required to obtain an FBI Clearance must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under Title 23 Chapter 63 Section 6344 (Pennsylvania Disclosure Statement Application for Volunteers Form attached).

Provisional clearances for those who reside in another state or country may serve as volunteer for no more than 30 days with clearances from state or country of residence. Individuals who intend to volunteer for longer than 30 days must obtain required PA clearances. There is no provisional period for volunteers who are PA residents.

Volunteers must provide The Arc of Chester County with written notice no later than 72 hours after:

- An arrest or conviction of an offense that would prevent their participation in a program, activity or service.
- Being named as a perpetrator in a founded or indicated child abuse report

Payment for Clearances and Websites

- There is no cost for a volunteer to obtain a Report of Criminal History from the PA State Police. Go to <https://epatch.state.pa.us/> to obtain a clearance.
- There is no cost for a volunteer to obtain a Child Abuse Clearance from the PA Department of Human Services. Go to <http://www.compass.state.pa.us/cwis> to obtain a clearance.
- The Arc of Chester County will pay for the FBI fingerprint Federal Criminal History. Contact the Development Department for instructions to obtain clearance.

Please return completed PSP and CAC clearances to The Arc of Chester County with the Volunteer Application and completed Pennsylvania Disclosure Statement Application for Volunteers Form. The FBI clearance, if required, will be sent directly to The Arc of Chester County once completed by the volunteer.