

Volunteers Requirements

Step by Step Instructions

- <https://epatch.state.pa.us/Home.jsp> this is where you will obtain your State Police Report. You will need 2 copies of this report, one for the school office and one to send in the mail with your Childline application.
- On the “Our Lady of the Angels” website under “volunteers” is where you may print out the “Disclosure Statement” and the “Childline Application”
- www.hbgdiocese.org this is where you will obtain access to the Online Training Course.

Click on “Youth Protection” (on the left)

Under “Quick Links” (on the right) Click on “Online Training”

After the Online Training Course, you will receive an immediate response through email.

The response is to be forwarded to pldiffenderfer@ourladyoftheangels.org

*The first steps you will want to do, is the State Police Check, and then the Childline Application. Please remember to send a copy of the State Police Report with the application. The application will take 2-3 weeks to be processed. Please be on alert in regards to your mail, the Childline Clearance may look like a piece of junk mail.

* Besides forwarding the **Online Training results**, you will also need to send the second copy of the **State Police Report**, the **Disclosure Statement** and the **Original Childline Clearance** to the office to the attention of Paula Diffenderfer. You will be notified when your badge has been received from the Diocese.