

# VOLUNTEERS...

## Documents to be returned to the school office...

Emergency Authorization

**Pennsylvania State Police Record – copy**

**Childline - original**

Driver Information Sheet (only if you want to be a volunteer driver)

## Requirements to be completed on the Internet...

### \*\*\* Adult Educational Video of the Youth Protection Program.

Please follow these steps...

- Go to [www.hbgdiocese.org](http://www.hbgdiocese.org)
- Click on “Youth Protection” (list on left)
- Click on “Services & Programs” then “On-line Training”
- You must register with the following information...  
First name, Last name, Last 4 digits of SS# and email address.

After viewing the video and taking the test you will receive an immediate reply to your email address. It will read “Youth Protection Results”. This email must be forwarded to [pldiffenderfer@ourladyoftheangels.org](mailto:pldiffenderfer@ourladyoftheangels.org). to keep in our files.

**THE VIDEO MUST BE VIEWED BY Dec.1<sup>st</sup>**, or you may not volunteer

### \*\*\* Criminal Record Check (PSP), Criminal Background Check (Childline) And Disclosure Statement

- Go to [www.hbgdiocese.org](http://www.hbgdiocese.org)
- Click on “Youth Protection” (list on left)
- Click on “Services & Programs”
- Click on “Procedural Documents”  
(Procedures and forms along with instructions).

The Pennsylvania State Police Record Check must be completed first and 2 copies must be obtained. One will be attached to the Child Abuse History Clearance you will send, and one must be sent to the school office.

You will receive the original Child Abuse History Clearance through the mail within 2-4 weeks.

**Please send the original to the school office.**

Any questions or concerns you may call the school office.

684-2664/684-2433

For any Volunteers not having access to the internet,  
please contact the school office.

**PLEASE NOTE: The October 7<sup>th</sup> New Volunteer Meeting is cancelled**

