



**Volunteer Church Personnel Check List**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_\_\_

Program: \_\_\_\_\_ Title: \_\_\_\_\_ Parish/School: \_\_\_\_\_

Each of the following items should be included with this form:

<u><b>Type/Level of Contact</b></u>	<u><b>Items Required</b></u>
___ Volunteers under 18 yrs. of age	Nothing Required
___ Any possible contact	1, 2, 9 and 3 or 4
___ Regular	1, 2, 5, 6, 7, 8, 9 and 3 or 4

Check below if on file:

1. \_\_\_ Pennsylvania Criminal background check\* Dated: \_\_\_/\_\_\_/\_\_\_\_\_
2. \_\_\_ Pennsylvania Child Abuse Clearance\* Dated: \_\_\_/\_\_\_/\_\_\_\_\_
3. \_\_\_ Federal Criminal History Record (Fingerprints) *(required of volunteers who have not been PA residents for 10 years of more)\** Dated: \_\_\_/\_\_\_/\_\_\_\_\_
4. \_\_\_ Pennsylvania Disclosure Statement Application *(required of volunteers who have been PA residents for at least 10 continuous years)\** Dated: \_\_\_/\_\_\_/\_\_\_\_\_
5. \_\_\_ Certificate of Completion for Safe Environment Part 1 "Protecting God's Children" certificate
6. \_\_\_ Signed acknowledgment page of Standards of Ministerial Behavior and Boundaries (*SMB form*)
7. \_\_\_ Signed acknowledgment page of the Information and Communication Technology Addendum *(included on the SMB form if attended Safe Environment Part 1 after July 1<sup>st</sup> 2011)*
8. \_\_\_ Certificate of Completion Safe Environment Part 2 "Mandated Reporting"
9. \_\_\_ Signed Acknowledgement page of Mandated Reporter update  
*(If trained prior to February 2015, and those who may have possible contact)*

\* Must be renewed every 5 years.

