

Thank you for volunteering the St Maximilian Kolbe Parish CYO program. We are grateful you are willing to share your time, your gifts and your faith with the children of our parish.

Please understand that adults cannot not attend practices *in any capacity* before the following **SEVEN** documents have been received. Unlike with other volunteer positions, the Archdiocese does not provide for a “grace period” for its CYO programs.

1. **FBI disclosure form**

- <https://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf>.
- Print, sign, date and have witnessed
- Must be resubmitted every 5 years
- This assumes you have been a PA resident continually for the past 10 years. IF YOU HAVE NOT, instead submit Federal Criminal Background Check. Go to <https://uenroll.identogo.com/> to schedule an appointment using the service code: 1KG6ZJ

2. **PA State Police Criminal Record Check.**

- Good for 5 years; you can submit one that you have obtained for another purpose.
- Can be obtained online at <https://epatch.state.pa.us/Home.jsp>
- Results available within a few minutes.

3. **PA Department Human Services Child Abuse History Clearance.**

- Good for 5 years; you can submit one that you have obtained for another purpose.
- Can be obtained online at <https://www.compass.state.pa.us/CWIS>.
- Currently, clearances are taking approximately *two weeks* to be processed.

4. **Certificate of Completion**

- *Coaches' Orientation* previously offered at the Archdiocese **OR**
- *Catholic Coaching Essentials* offered online at <https://coacheducation.humankinetics.com/collections/252>

5. **Certificate of Completion: Safe Environment Training Part I**

- Register to attend *Protecting God's Children* at https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0 selecting either in person or live online training.
- *Classes are limited and fill quickly.*

6. **Standards of Ministerial Behavior**

- Sign and date
- Distributed at the conclusion of *Protecting God's Children* training.

7. **Certificate of Completion: Safe Environment Training Part II**

- *Mandated Reporter of Suspected Child Abuse* offered online at <https://learning.childyouthprotection.org/>