

***PLEASE READ AND FOLLOW THE INSTRUCTIONS  
“CAREFULLY”***

**1. SIGN THE MEMO ACKNOWLEDGING YOU HAVE RECEIVED:**

**A. THREE FORMS:**

**1. VOLUNTEER INFORMATION FORM**

**2. PENNA. STATE POLICE CRIMINAL RECORD CHECK**

**3. PENNA. CHILD ABUSE HISTORY CLEARANCE**

**B. LETTER RE: SAFE ENVIRONMENT PROGRAM**

**C. TRAINING BULLETIN**

**2. INCLUDED IN THE PACKET YOU RECEIVED ARE APPLICATIONS FOR:**

**A. PENNA STATE POLICE CRIMINAL RECORD CHECK**

**B. PENNA. CHILD ABUSE HISTORY CLEARANCE**

***“VERY IMPORTANT”, YOU WILL RECEIVE THE “ORIGINAL” PENNA. CHILD ABUSE HISTORY CLEARANCE FROM HARRISBURG. YOU MUST BRING THE “ORIGINAL” TO ST. AGNES PARISH OFFICE TO BE “EXAMINED”, A COPY WILL BE MADE FOR OUR FILES, THE ORIGINAL WILL BE RETURNED TO YOU AT THAT TIME.***

**3. WITHIN A THREE MONTH PERIOD OF APPLICATION TO BE A VOLUNTEER, YOU MUST ATTEND AN AWARENESS SESSION. (*“SEE ENCLOSED LIST OF PLACES WHERE SESSIONS ARE BEING HELD.”*)**

**4. THE ARCHDIOCESE WILL THEN ISSUE A “CERTIFICATE” STATING YOU HAVE FULFILLED YOUR OBLIGATION OF ATTENDANCE.**

***(Over)***

**5. IN ORDER TO PARTICIPATE AS A VOLUNTEER WE MUST HAVE THE FOLLOWING IN OUR FILES AT ST. AGNES PARISH OFFICE.**

- **PENNA. STATE POLICE CRIMINAL RECORD CHECK**
- **PENNA. CHILD ABUSE HISTORY CLEARANCE**
- **SIGNED AND DATED COPY “STANDARDS OF MINISTERIAL BEHAVIOR AND BOUNDARIES”.**
- *(“YOU WILL RECEIVE THIS TWO PART FORM WHEN YOU ATTEND AN AWARENESS SESSION”)*
- **CERTIFICATE OF ATTENDANCE ISSUED BY THE ARCHDIOCESE OF PHILADELPHIA.**
- **F. B. I. CRIMINAL RECORD CHECK**  
*(“IF YOU HAVE LIVED OUTSIDE PENNA. IN THE LAST TWO YEARS.”)*