



ALL VOLUNTEERS (this includes homeroom parents, lunch helpers, chaperones, drivers, coaches, Scout leaders etc.) at Sacred Heart School MUST complete and send to school the following:

• Mandated Reporter Training

Anyone who volunteers with children must complete this training. The link to the training is below. A certificate will be made available to you at the end of the training. Please print the certificate and bring to the school office. You will receive a copy of the certificate for your records.

<https://www.reportabusepa.pitt.edu>

• Fingerprint Authorization Form

All volunteers who come into contact with children must be fingerprinted. The link to the form is below. *Please complete this form and bring to the school office.* We will submit the form for you to the Allentown Diocese. The Diocese will then register you to obtain fingerprints as the Diocese is paying the fee. We will then contact you with a "registration number". You must take that registration number and photo ID to an authorized fingerprint facility. Mail N Ship 4U next to Isaac's Deli is the closest authorized fingerprint facility.

****PLEASE NOTE: Background checks fall under the category of The Federal Credit Reporting Act therefore requires the FCRA disclaimer as part of this form. The Diocese of Allentown DOES NOT pull credit nor does this form authorize them to do so.**

[Fingerprint form - print](#)

• PA Child Abuse Certificate

• PA Criminal History Check (PATCH)

There are two PA clearances (now called certificates). These 2 clearances are FREE for volunteers. Then online link to these forms are below. Complete the PA CHILD ABUSE and PA CRIMINAL HISTORY CHECK (now referred to as PATCH) forms and submit them to the state. The state will return certificates to you via email. Bring these forms to the school office. They will be copied, signed off and placed in the volunteer's file. Be sure they are "volunteer forms".

www.keepkidssafe.pa.gov

• Allentown Diocese Sexual Abuse Policy sign off sheet

[Policy booklet found on our website – after reading policy, please print and sign the acknowledgement attached](#)

• Allentown Diocese Code of Conduct sign off sheet

[Code of Conduct found on our website – after reading, please print and sign the acknowledgement attached](#)

• Protecting God's Children workshop certificate

All volunteers must attend a Protecting God's Children workshop, and submit proof of attendance to the office. This includes scout leaders, CYO coaches, homeroom parents and drivers for field trips. Workshops are 3 hours and are free of charge. Dates, times and places of upcoming workshops are found at the Allentown Diocese website. [CLICK HERE FOR SCHEDULE](#)

PGC is "once and done" - if you've taken the course and we have your certificate, you do not need to repeat it.

All clearances are FREE to volunteers.

*****if you were required to receive ANY OR ALL of these above clearances for your occupation or volunteering elsewhere, please forward copies of your certificates to the school office.**

NEW - ALLENTOWN DIOCESE REQUIREMENT FOR VOLUNTEERS WHO DRIVE STUDENTS IN THEIR VEHICLE MUST COMPLETE THE ONLINE VIDEO BELOW

<https://allentown.cmgconnect.org>