

BACKGROUND CHECK COMPLIANCE FOR VOLUNTEERS

Our volunteers are an integral part of our school community and its success! We know our volunteers have a true desire to serve our students, and will always do what it takes to make sure that students are safe.

It is the responsibility of the Safe Environment Coordinators at Notre Dame (Mrs. Kelly Weber and Mr. Phil Stambaugh), to ensure that everyone who is employed and who volunteers, is in compliance with new Diocesan and State guidelines for Background Checks. **The Diocese of Allentown requires that all employees and volunteers are in compliance with Background Checks PRIOR to employment or to volunteering.** Please carefully review the following instructions if you wish to work at Notre Dame or wish to serve as a volunteer.

Please contact Mr. Phil Stambaugh at pstambaugh@ndcrusaders.org to request a volunteer packet or an employee packet. Volunteers will receive a payment code for fingerprinting along with the background check packet, and the state background checks (PA State Police and Child Abuse Clearance) are paid for by the State of Pennsylvania. Employees are responsible for payment for all background check fees.

Once a complete packet is received:

- The Fingerprint submission form (receipt that is received at the fingerprint facility immediately after fingerprinting), PA State Police and Child Abuse Clearance Certificates are forwarded to the Diocese for updating the database. Copies of all submitted forms are also on file at Notre Dame.
- The Diocese contacts Identogo to make sure that fingerprints have been done.
- The Safe Environment Coordinator is notified by the Diocese that the fingerprints have been done.
- The Volunteer is cleared and permitted to engage in activities involving students at Notre Dame.

Please contact Mrs. Kelly Weber (kweber@ndcrusaders.org) or Mr. Phil Stambaugh (pstambaugh@ndcrusaders.org), Safe Environment Coordinators, if you have any questions or concerns.

*Your generous donations of time and talent enrich our Notre Dame community-
you are valued and appreciated!*