

CAMP SWATARA

www.campswatara.org

2905 Camp Swatara Road, Bethel, PA 19507

717-933-8510

VOLUNTEER SCREENING FORM & SCREENING INSTRUCTIONS

Camp Swatara is required to conduct a series of background checks for paid and volunteer staff as part of our accreditation through the American Camp Association and as a facility that cares for children and youth within the Commonwealth of PA. Your cooperation is appreciated in helping us to meet our legal, ethical, and moral obligations to provide an emotionally and physically safe environment for children and youth. This form allows us to begin this process as part of your application. If you have any questions, please don't hesitate to contact us at 717-933-8510 or info@campswatara.org.

PERSONAL INFORMATION –

Full Name: _____ Date of Birth: _____

Address: _____

Other Names by Which Known: _____

Social Security Number: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

Previous Addresses for Last Five Years (including college, home, and seasonal residences). If needed, continue on a separate sheet of paper and attach:

1. City: _____ State: _____ Years: _____

2. City: _____ State: _____ Years: _____

3. City: _____ State: _____ Years: _____

4. City: _____ State: _____ Years: _____

5. City: _____ State: _____ Years: _____

VOLUNTARY DISCLOSURE STATEMENT – Completed annually by all staff and volunteers.

1. Have you ever been arrested and/or charged with a crime? (This includes all arrests and charges whether or not they were dismissed, deemed nolle prosequi, deferred adjudication, or found not guilty.) YES NO
2. Have you ever been convicted of or pleaded guilty or no contest to any criminal offense of any kind, including but not limited to violent crimes or crimes relating in any manner to children and/or your conduct with them such as indecent assault and battery, rape, assault, kidnapping, and distribution and trafficking of narcotics or other controlled substances? YES NO
3. Have you ever participated in, or been accused, convicted or pleaded guilty or no contest to abuse or any sexual misconduct? YES NO
4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? YES NO
5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? YES NO
6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? YES NO

If you answered YES to any of the questions above, please explain on a separate sheet of paper and attach.

NATIONAL SEX OFFENDER REGISTRY CHECK – Completed annually for all staff and volunteers.

- I give permission to Camp Swatara to conduct a check of the National Sex Offender Public Website to verify the information I have provided.

NATIONAL CRIMINAL BACKGROUND CHECK – Choose ONE below.

- I am a paid staff member under 18 years old and a national criminal background check is not required.
- I am a volunteer staff member 18 years old or older. I give permission to Camp Swatara to conduct a national criminal background check to verify the information I have provided.

ACKNOWLEDGEMENT AND AFFIRMATION OF INFORMATION –

The information contained in this form is correct to the best of my knowledge. I authorize Camp Swatara to confirm any of the information I have provided, and to receive information from any law-enforcement agency, including police departments and sheriff's departments, of state or federal government, to the extent permitted by state and federal law, pertaining to any charges or convictions I may have had for violations of state or federal criminal laws. I understand that any misrepresentation, falsification, or material omission of information on this form or other documents completed by myself may result in my failure to receive an offer of work or termination of employment or voluntary service with Camp Swatara, regardless of the time of discovery. I also understand that Camp Swatara may deny employment or a position of voluntary service to any person who answers "yes" to the questions listed under the Voluntary Disclosure Statement section or who is found to have a record of criminal history or child abuse.

Signature: _____ Date: _____

The following three background checks require you to follow the instructions and personally order the background checks. As you receive results of these checks, please send this form along with the original results to the camp address above (Attention: Office Manager) **All required background checks MUST be received prior to the arrival of campers!** If you have any questions, please don't hesitate to contact us at 717-933-8510 or info@campswatara.org.

Full Name: _____ Date of Birth: _____

PA STATE POLICE CRIMINAL BACKGROUND CHECK (PATCH) – Choose ONE below.

- I am a volunteer staff member under 18 and a PA state police criminal background check is not required.
- I am a volunteer staff member who resides in a state other than the Commonwealth of PA and I will be volunteering for less than 30 days within the calendar year. I will provide required documentation related to background checks for working with children in my home state.
- I am a NEW volunteer staff member 18 years old or older. Check ONE below.
 - I have requested a PA state police criminal background check for myself at <https://epatch.state.pa.us>, I will provide the ORIGINAL copy of the results of this check for Camp Swatara to review, make a copy, and return to me.
 - Another organization holds the documentation of a PA state police criminal background check conducted on me within the last 60 months. I will provide the ORIGINAL copy of the results of this check for Camp Swatara to review, make a copy, and return to me.
- I am a RETURNING volunteer staff member who has a PA state police criminal background check on file at Camp Swatara. I understand that I need to conduct a PA state police criminal background check at least every 60 months.

PA CHILD ABUSE HISTORY CLEARANCE CHECK (CHILDLINE) – Choose ONE below.

- I am a volunteer staff member under 18 and a PA child abuse history clearance check is not required.
- I am a volunteer staff member who resides in a state other than the Commonwealth of PA and I will be volunteering for less than 30 days within the calendar year. I will provide required documentation related to background checks for working with children in my home state.
- I am a NEW volunteer staff member 18 years old or older. Check ONE below.
 - I have requested a PA child abuse history clearance check for myself at <https://www.compass.state.pa.us/CWIS>. (We recommend using your SSN to obtain this check in order to expedite the screening process.) I will provide the ORIGINAL copy of the results of this check for Camp Swatara to review, make a copy of, and return to me.
 - Another organization holds the documentation of a PA child abuse history clearance check conducted on me within the last 60 months. I will provide the ORIGINAL copy of this check for Camp Swatara to review, make a copy of, and return to me.
- I am a RETURNING volunteer staff member who has a PA child abuse history clearance check on file at Camp Swatara. I understand that I need to conduct a PA child abuse history clearance check at least every 60 months.

FBI CLEARANCE CHECK – Choose ONE below.

- I am a volunteer staff member under 18 and the FBI clearance check is not required.
- I am a volunteer staff member 18 years old or older and I have been a resident of the Commonwealth of Pennsylvania for the entirety of the past 10 years. I affirm that I am not disqualified from service (for positions having contact with children) under the grounds for denying employment outlined in PA Title 23 § 6344 section (c) (Found At This Link)

Signature _____ Date _____

- I am a volunteer staff member who resides in a state other than the Commonwealth of PA and I will be volunteering for less than 30 days within the calendar year. I will provide required documentation related to background checks for working with children in my home state.
- I am a NEW volunteer staff member. I have registered for and completed an FBI Criminal Background Check including fingerprinting. I will provide the ORIGINAL copy of the results of this check to Camp Swatara to review, make a copy and return.
 - Pre-register here: <https://uenroll.identogo.com/> (employees should use service code: **1KG6ZJ**)
 - Find an approved enrollment site here: <https://uenroll.identogo.com/workflows/1KG756/locator/location>
- I am a RETURNING volunteer staff member who has the results of a FBI clearance check on file at Camp Swatara. I understand that I need to conduct the FBI clearance check at least every 60 months.

REIMBURSEMENT FOR BACKGROUND CHECK COSTS –

VOLUNTEERS will receive a check during their session at camp. Paid and volunteer staff members may also choose NOT to be reimbursed for all or part of their background check costs as a donation to assist camp's ministry. Please mark the background check costs that you would like to be reimbursed for: ○ PA State Police Criminal (PATCH) ○ PA Child Abuse History (CHILDLINE) ○ FBI