

## Clearance Instructions for Volunteers

IF YOU HAVE DONE ALL OF YOUR CLEARANCES FOR VOLUNTEERING THROUGH ANOTHER DIOCESAN SCHOOL/PARISH—WE CAN ACCEPT THOSE CLEARANCES, PLEASE FILL OUT BELOW AND WE WILL CONTACT THE OTHER ORGANIZATION TO OBTAIN COPIES.

FULL NAME \_\_\_\_\_ SCHOOL/PARISH \_\_\_\_\_

**If you have not done clearances, please follow the instructions below:**

- 1) The individual volunteer must go online to the web-sites below and complete the form and submit to the STATE.
- 2) The state will review and send results back to the volunteer.
- 3) Please bring original results to the Safe Environment Coordinator (Danielle Fowler) ASAP, we will make copies and sign off that original was seen.
- 4) These clearances are free- no charge to volunteers.

PA CHILD ABUSE CLEARANCE:

<https://www.compass.state.pa.us/cwis/public/home>

PA ACCESS TO CRIMINAL HISTORY (PATCH)

<https://epatch.state.pa.us?Home.jsp>

- 5) The Mandated Reporting Video must be watched and the certificate handed in along with all other clearances. Go to the link below to do this.(This is also free)

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id= 91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 91_1)

- 6) FINGERPRINTS/SEX ABUSE\* & CODE OF CONDUCT\* - please fill out all attached forms, once returned you will receive more information on how to proceed with the fingerprint process—\* Please go to Allentowndiocese.org web-site to view the Sex Abuse Policy and Code of Conduct.
- 7) Lastly, we need a copy of your Protecting God’s Children Certificate—if you have not taken this class yet, You can go to the Allentown Diocese web-site([www.allentowndiocese.org](http://www.allentowndiocese.org)) for dates and times of the upcoming classes
- 8) If your volunteer position involves Coaching in any capacity, you will also need the following:

For Concussion/Cardiac

<https://www.NFHSLearn.com>

Go to the “Courses” button

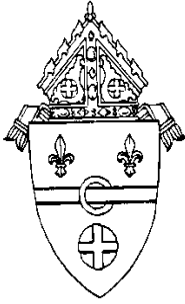
Scroll down and the two you are looking for are on the list

--Concussions in Sports-Free

---Sudden Cardiac Arrest-Free

Once these are done, copies of your certificates should be handed in with everything else.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT DANIELLE FOWLER @610-374-1695 OR E-MAIL [DFOWLER@BERKSCATHOLIC.ORG](mailto:DFOWLER@BERKSCATHOLIC.ORG). THANK YOU!! & GO SAINTS!!!!



**DIOCESE OF  
ALLENTOWN**  
**Sexual Abuse Policy Acknowledgment  
Form**

I hereby acknowledge that I have received a copy of the ***Policy Regarding Alleged Sexual Abuse of Minors by Diocesan Clergy, Lay Employees of the Diocese, Lay Employees of Parishes, Lay Volunteers of the Diocese and Lay Volunteers of Parishes*** (“Sexual Abuse Policy”) ***Revised 20 April 2004, 19 July 2006, 10 October 2008, 29 November 2012, 23 April 2013, 15 May 2014, and 6 December 2016.***

I have reviewed the Sexual Abuse Policy and understand its contents, including the statement that the Diocese of Allentown considers any allegation of sexual abuse or exploitation of a minor by a cleric or lay employee to be an extremely serious matter. I understand that I should speak with my supervisor or the appropriate Diocesan representative with regard to any questions that I may have regarding the Sexual Abuse Policy.

I further understand that the Diocese of Allentown has issued the Sexual Abuse Policy for informational or guidance purposes only and that the Diocese does not intend for the Policy to create a contract of employment or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Sexual Abuse Policy and it reserves the right to amend or interpret the Policy as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel file.

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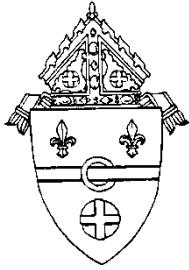
(Date)

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(Signature of Employee/Volunteer)

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(Please print name)



**DIOCESE OF  
ALLENTOWN Code of  
Conduct  
Acknowledgment Form  
for DIOCESAN  
CLERGY, LAY  
EMPLOYEES AND LAY  
VOLUNTEERS**

I hereby acknowledge that I have received a copy of the Code of Conduct for Diocesan Clergy, Lay Employees and Lay Volunteers dated 24, October 2003 and revised 15 May 2014 and 16 June 2017. I have reviewed the Code of Conduct and understand its contents. I understand that I should speak with my supervisor or the appropriate Diocesan representative with regard to any questions that I may have regarding the Code of Conduct.

I understand that in working with children and/or youth, I am also subject to background check including criminal history. I understand that any action inconsistent with the Diocese of Allentown Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal from involvement with children and/or youth, and/or removal from ministry. My signature confirms I have read this Code of Conduct and agree to follow the standards set forth in the Code of Conduct.

I further understand that the Diocese of Allentown has issued the Code of Conduct for informational and guidance purposes only and that the Diocese does not intend for the Code to create a contract of employment or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Code of Conduct and it reserves the right to amend or interpret the Code as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel file.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
Diocesan Location

\_\_\_\_\_  
(Please print name)

(Ltrs forms) Code of Conduct Acknowledgement Form-English-061617.docx

**\*\* Please go to [allentowndioocese.org](http://allentowndioocese.org) to view a copy of our Code of Conduct.**

For DOA Office Use Only

____/____/____	Date of PATCH
____/____/____	Date of CAH Cert
____/____/____	CAH Submission

UEID \_\_\_\_\_

Payment Code \_\_\_\_\_



### Diocese of Allentown Background Check Authorization Form for Lay Employees & Volunteers

**Personal Information – Please Print**

THIS FORM MAY BE REPRODUCED

Full Name: \_\_\_\_\_  Male  
*Last Name* *First Name* *Middle*  Female

Alias(es): \_\_\_\_\_ Race: \_\_\_\_\_  
*Last Name* *First (Middle)*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ S.S. Number: \_\_\_\_\_  
*mm / dd / yyyy* *For Employees Only*

Current Address: \_\_\_\_\_  
*Street Address* *Apartment #*  
\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Diocesan Location: \_\_\_\_\_  
*Site Name (ie St Joseph Church)* *City (ie Summit Hill)*

Location Type:  Parish  School  Both

Diocesan Position:  Employee  Contractor  
 Volunteer  Rel. Sister  
\_\_\_\_\_  
*Function (ie Admin Assist, CYO, etc)*

Have you had a previous background check through the Diocese of Allentown? Yes \_\_\_\_\_ No \_\_\_\_\_

**Acknowledgement Signature**

I hereby grant to the Diocese of Allentown permission to complete a Criminal Background Check, to conduct a social security number verification, FBI fingerprinting and to complete a Motor Vehicle Check, if applicable. I consent to the Diocese following these procedures, making these inquiries and sharing this information with other Roman Catholic Dioceses, as necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions regarding this form should be directed to the Human Resources Office at (610) 871-5200, ext 2201.

- Completed form must be returned to the LSEC, Pastor, Principal or Administrator who requested its completion.
- Parish/School must retain a copy of this completed form in the employee/volunteer file.
- Fair Credit Reporting Act (FCRA) Summary of Rights on reverse of form.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: **Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

1. **You must be told if information in your file has been used against you.** Anyone who uses a credit report or any other type of consumer report to deny your application for credit, insurance, or employment – or to take adverse action against you - must tell you, and give you the name, address, and phone number of the agency that provided the information.
2. **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit file;
  - You are the victim of identity theft and place a fraud alert in your file;
  - Your file contains inaccurate information as the result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
3. **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create credit scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information free from the mortgage lender.
4. **You have a right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
5. **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However a consumer reporting agency may continue to report information it has verified as accurate.
6. **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
7. **Access to your file is limited.** A consumer report agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
8. **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
9. **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers of credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688)
10. **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
11. **Identity theft victims and active duty military personnel have additional rights.** For more information visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For info about your federal rights, including contact information, visit <http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf>

Para Informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Avenue. N.W., Washington, DC 20580