

TO VOLUNTEER AT HOPE

ALL **RED** ITEMS MUST BE RECEIVED BY THE OFFICE BEFORE YOU CAN VOLUNTEER

A locked box is located on the wall across from the elevator where all papers may be placed in a sealed envelope, or emailed to Sharon@HopeGilbertsville.org

Church Forms *online link available upon request*

1. **Ministry Manual Agreement**
2. **Ministry Application**
 - a. Email Sharon@HopeGilbertsville.org for the online link.

State/Federal Forms Needed -- *These need to be renewed every 5 years.*

Keep Kids Safe - for access to All 3 State / Federal forms

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

1. **PA Child Abuse Clearance** from PA Dept. of Human Services (no cost)

- a. You must create an account. For help CLICK the following link:
<https://drive.google.com/file/d/0BzZWY1n2AEn8a2pWeFBCNFY2Z1JBM3JJdHYxYVdZaHl0Q3VB/view?usp=sharing>
Application Purpose – 1 (volunteer)
If Organization provided code - no
- b. **Print Results.**

2. **PA Criminal History Report** from PA State Police (no cost)

- a. Indicate the Reason for Request as Volunteer.
- b. **Print the Certificate.**

3. **Disclosure Statement** (no cost)

- a. **If you have lived in PA for 10 years or more...**
 - Print **Disclosure Statement** –
<https://drive.google.com/file/d/1j9pgZ6wOxUsd3Wfj3cpOQOEEbA2rwaJ/view?usp=sharing>
 - Affirm you have No convictions to disqualify you from volunteering.
 - **Signature needed.**
- b. **If you have NOT lived in PA for 10 years you must complete an FBI Fingerprinting background check.**
Email Sharon@HopeGilbertsville.org for link and instructions.

Contact the church office or email Sharon with questions.

Sharon Gery, Bookkeeper/Admin
Sharon@hopegilbertsville.org

 **HOPE**
COMMUNITY CHURCH
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Bringing the Gospel to Life...