



What Do I Need to Do to Volunteer at Bear Creek Community Charter School?

I Previously Volunteered at Bear Creek Community Charter School

1. Complete, sign, date and return a Volunteer Application which is available from the School Office or online at www.bearcreekschool.com – click on “Parents” and then “Volunteer Application” from the drop down menu.
2. Contact the Main Office at (570) 820-4070 to determine if you have already provided the required Report of Criminal History from the Pennsylvania State Police and a Child Abuse History Certification from the Pennsylvania Department of Human Services. Even if you previously provided these documents, it is **important you call to verify the documents have not expired** (based on recent changes to the law).
3. If either or both have expired based on Pennsylvania’s new Child Protective Services Law, you will need to obtain new documents. Learn how to obtain new documents online at <http://keepkidssafe.pa.gov/clearances/>
4. If at any time during the past ten years you resided outside Pennsylvania, you are now required to obtain a FBI Federal Criminal History. Learn how to obtain this document online at <http://keepkidssafe.pa.gov/clearances/>
5. A completed Volunteer Application along with a valid/current Report of Criminal History from the Pennsylvania State Police and a Child Abuse History Certification from the Pennsylvania Department of Human Services (and if you qualify, an FBI Criminal History) must be on file with the Main Office before you will be permitted to volunteer.

I am a New Parent and Have Not Volunteered Previously at Bear Creek Community Charter School

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2. Obtain a Report of Criminal History from the Pennsylvania State Police and a Child Abuse History Certification from the Pennsylvania Department of Human Services. Learn how to obtain new documents online at <http://keepkidssafe.pa.gov/clearances/>
3. If at any time during the past ten years you resided outside Pennsylvania, you are now required to obtain a FBI Federal Criminal History. Learn how to obtain this document online at <http://keepkidssafe.pa.gov/clearances/>
4. A completed Volunteer Application along with the required clearances must be on file with the Main Office before you will be permitted to volunteer.