



Volunteer Checklist

**THANK YOU FOR CONSIDERING BEING A PART OF
ST. PAUL'S YOUTH FORMATION!!**

Did you know it takes an average of 5 positive adults in a youth's life to make a difference...You can be one of those 5
Only 43% of Erie County youth attend worship –
lower than the state and national averages.

Get Informed.

Get Involved.

Get Invested.

Every 3 Years Church Boundary Training

**Every 5 Years provide a copy of
Act 33 - Child Abuse History Clearance &
Act 34 - Criminal Record Check**

Boundary Training In person once a year in August

Or

1. Pick Up the Boundary Summary Form
2. **Watch the online video**

https://drive.google.com/file/d/14y_7D6R7Guhb7-DFMVprW4_E83VKjfg6/view?usp=sharing

3. Sign off on the form and return it to Danielle

Act 33 - Child Abuse History Clearance &

In order to complete the online electronic application, you must first create a Keystone Key account and then submit an application.

1. Go to <https://www.compass.state.pa.us/cwis/public/home>.
2. Click "Create Individual Account."
3. Read and click "Next." Follow the instructions for creating a new account.
4. Copy the temporary password sent to your email.
5. Return to <https://www.compass.state.pa.us/cwis/public/home>.
6. Click "Individual Login," then "Access My Clearances."
7. Log in with your temporary password and follow instructions to create a permanent password.
8. Log in again with your permanent password.
9. Read and accept the terms and conditions, then click "Next."
10. After reading the "Learn More" information, click "Continue."
11. Click "Create Clearance Application" and complete the form.
12. Submit the application.

If you prefer to submit an application by mail, you can [download the application \(CY113\)](#) and follow the instructions on the form.

Act 34 - Criminal Record Check

In order to complete the online electronic application, please follow the steps below:

1. Go to <https://epatch.state.pa.us/Home.jsp>.
2. Click "New Record Check (Volunteers Only)" if you are serving as a volunteer, "Submit a New Record Check" if you are not.
3. Read and acknowledge the Terms and Conditions, then click Accept.
4. Fill in the information requested and submit.
5. You can check the status of your request by clicking "Check the Status of a Record Check" on the PATCH homepage.

If you prefer to submit an application by mail, you can [download the volunteer form \(SP4-164A\)](#).