

Dear Volunteer,

Thank you for offering your time and talents to activities involving children and youth at our church. As part of the Safe Sanctuaries Program at DUMC, we are required to facilitate background checks on all our volunteers who will be working with children and/or youth.

This requirement is mandated by the state of Pennsylvania. These background checks help to maintain the safety and security of our children and youth as well as protecting the volunteer and the church in the event of an allegation being made.

For that reason, you must have these forms completed and submitted before you may work with children/youth. All volunteers must complete the following forms:

1. Employment and Volunteer Application Form
2. PA Child Abuse History Clearance.
3. Consent/Release of Information Authorization Form
4. Acceptance of Notice Requirement

Following the new Pennsylvania state laws, volunteers who work with children who *have not lived continuously in PA for the past 10 years* must undergo a FBI Background check including fingerprinting. Instructions are enclosed in the packet.

If you have lived in PA for the past 10 years, please fill out:

5. Volunteer Statement (to make FBI Report unnecessary)

Please fill out all forms (any forms that needs to be witnessed may be done by anyone who is not a family member), and submit to Kerri Murray in the church office. The criminal check and childline check are now free of charge as of July 1<sup>st</sup>, 2015.

Please note that there will be an additional cost for the FBI background check.

Please be assured that all information is kept completely confidential and will only be accessed by the Safe Sanctuaries Coordinator. All files are kept in a locked filing cabinet in a secure location within the church.

Again, thank you for volunteering at our church and we hope that this process does not deter you from serving the needs of our children and youth. If you have any questions, please contact Kerri Murray at DUMCRECEPT2@verizon.net.

Together in Ministry,

Kerri F. Murray  
Safe Sanctuaries Coordinator

Mike Murphy  
Senior Pastor