

SEA SCOUT SHIP 25 - SSS YORKSHIRE

PROCEDURES FOR ADULT CLEARANCES (AGES 18+)



Background & Reason

Over the past few years there have been numerous reports and discoveries of abuse of children all across the country and within our own state. The most widely known, and the most close to home, was the Sandusky case at Penn State University. These reports and discoveries have sparked a national discussion and have created a heightened need to do more to prevent these horrible acts from happening again. This is why the Commonwealth of Pennsylvania has mandated by law that any person aged 18 and older who works with minors complete a series of background checks and trainings. This is true for all teachers, youth pastors, scout leaders, coaches, etc.

The Boy Scouts of America, the New Birth of Freedom Council, and our charter partner Yorkshire United Methodist Church have all increased their background checks and trainings as well in accordance with this state law.

Before you can serve with Sea Scout Ship 25, you must complete the listed background checks and trainings. No exceptions! Failure to do so will result your removal from the program until these requirements are met. If you have any questions, please speak with First Mate Justin Weaver.

1. BSA YOUTH PROTECTION TRAINING

- a. If you have not signed in before, go to www.my.scouting.org. If you have signed in before, log in as you normally would and skip to step d.
- b. Click on "Create Account".
- c. Follow the instructions to create an account and log in.
- d. When you get to the homepage, click on "Menu" and then click on "My Dashboard".
- e. Go to "My Training".
- f. Under the "YPT" tab, click on "Take Course" for the Youth Protection Training Certification.
- g. Follow the instructions. (Click on the logo, click "Add Plan", and complete the course.)
- WHEN DONE, BE SURE TO CLICK "CLOSE COURSE" OR YOUR PROGRESS MAY NOT BE SAVED PROPERLY!**
- h. Print and/or save the certificate by selecting the printer icon back under the "YPT" tab. The certificate should also be emailed to you.
- i. Keep a copy for yourself and give a copy to First Mate Justin Weaver either in person or email it to the Ship at ship25bsa@gmail.com.

2. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT

- a. Go to <https://epatch.state.pa.us>.
- b. Click on "New Record Check – Volunteers Only".
- c. Follow the instructions.
- d. Cost: Free.
- e. In most cases, clearance will be generated immediately. Print or save this clearance whenever you receive it.
- f. Keep a copy for yourself and give a copy to First Mate Justin Weaver either in person or email it to the Ship at ship25bsa@gmail.com.

3. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- a. Go to www.compass.state.pa.us/cwis/public/home.
- b. Click on "Create Individual Account".
- c. Follow the instructions to create your Keystone ID.
- d. Go back to the home page and click on "Individual Login".
- e. Click on "Access My Clearances" and click on "Continue" on the next page.
- f. Log In.
- g. Click On "Create Clearance Application".
- h. Follow the Instructions (Note: Choose "Volunteer Having Contact With Children" with Volunteer Category as "other" and Agency Name as "Sea Scout Ship 25 BSA - Yorkshire UMC")
- i. Cost: Free.
- j. Print this clearance whenever you receive it. Usually takes about a week or two to process.
- k. Keep a copy for yourself and give a copy to First Mate Justin Weaver either in person or email it to the Ship at ship25bsa@gmail.com.

4. FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)

- a. **NOTE:** The FBI Criminal History Report **is not required** for incumbent or prospective adults who have resided in Pennsylvania continuously for a period of 10 years prior to completing this clearance. If you have resided in Pennsylvania for the past 10 years submit a "Disclosure Statement Application for Volunteers" in lieu of the Fingerprint based FBI Clearance (See enclosed form).
IF THIS IS YOU, YOU DO NOT NEED TO CONTINUE WITH THE REST OF THE INSTRUCTIONS BELOW.
- b. If you do need to complete the FBI Clearance go to www.identogo.com/locations/pennsylvania.
- c. Click on "Digital Fingerprinting." On the next screen, enter the Service Code, which is: **1KG6ZJ**.
- d. Click on "Locate an Enrollment Center" to find the location for providing your fingerprints that is closest to you. Make note of your choice and click "Done".
- e. Click on "Schedule or Manage Appointment".
- f. Follow the prompts for completing the required information and printing the registration form to take to the fingerprinting location.
- g. Report will come in the mail – Keep a copy for yourself and give a copy to First Mate Justin Weaver either in person or email it to the Ship at ship25bsa@gmail.com.

Note: There is a fee of approximately \$20 and it takes 5-10 minutes online and 10-15 minutes at the fingerprinting location.

5. YORKSHIRE UNITED METHODIST CHURCH NOTARIZED AFFIDAVIT (Our Chartering Organization)

- a. Take the enclosed affidavit to a local Notary Public.
- b. Sign the affidavit in front of the Notary Public and have the Notary stamp the affidavit.
- c. Cost: \$3.00-\$5.00
- d. Keep a copy for yourself and give a copy to First Mate Justin Weaver either in person or email it to the Ship at ship25bsa@gmail.com.

6. Clearances must be obtained EVERY 5 years.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have never been named as a perpetrator of a founded report of child abuse as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the New Birth of Freedom Council Scout Executive or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the New Birth of Freedom Council Scout Executive or designee has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the New Birth of Freedom Council Scout Executive or designee shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by New Birth of Freedom Council.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

BSA Member ID Number: _____ Unit Type: _____ Unit #: _____

Volunteer Position: _____

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA)
)
COUNTY OF) ss:

_____ swears and affirms as follows:

- 1. I wish to serve as an unpaid volunteer for the Yorkshire United Methodist Church ("Church").
- 2. I am submitting this Affidavit to the Church in accordance with the provisions of Section 6344.2(b.1) of the Pennsylvania Child Protective Services Law, 23 Pa.C.S.A. Section 6301 et seq.
- 3. I understand that the Church will be relying on my statements in this Affidavit for the purpose of determining whether I may serve as an unpaid volunteer for the Church.
- 4. I have been a Pennsylvania resident during the entirety of the ten-year period immediately preceding today's date.
- 5. I am not disqualified from service as a volunteer pursuant to Section 6344(c) of the Pennsylvania Child Protective Services Law, in that:
 - A. I have not been determined to be the perpetrator of a Founded Report of child abuse during the entirety of the five-year period immediately preceding today's date.
 - B. I have never been convicted of any of the following criminal offenses under the Pennsylvania Crimes Code, 18 Pa.C.S.A. Section 101 et seq.:
 - i. Chapter 25 (relating to criminal homicide);
 - ii. Section 2702 (relating to aggravated assault);
 - iii. Section 2709.1 (relating to stalking);
 - iv. Section 2901 (relating to kidnapping);
 - v. Section 2902 (relating to unlawful restraint);
 - vi. Section 3121 (relating to rape);
 - vii. Section 3122.1 (relating to statutory sexual assault);
 - viii. Section 3123 (relating to involuntary deviate sexual intercourse);
 - ix. Section 3124.1 (relating to sexual assault);
 - x. Section 3125 (relating to aggravated indecent assault);

- xi. Section 3126 (relating to indecent assault);
- xii. Section 3127 (relating to indecent exposure);
- xiii. Section 4302 (relating to incest);
- xiv. Section 4303 (relating to concealing death of child);
- xv. Section 4304 (relating to endangering welfare of children);
- xvi. Section 4305 (relating to dealing in infant children);
- xvii. A felony offense under section 5902(b) (relating to prostitution and related offenses);
- xviii. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);
- xix. Section 6301 (relating to corruption of minors);
- xx. Section 6312 (relating to sexual abuse of children); or
- xxi. the attempt, solicitation or conspiracy to commit any of the foregoing criminal offenses.

C. I have never been convicted of a criminal offense similar in nature to the criminal offenses listed in B. above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania.

D. I have not been convicted of a felony offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et seq., during the entirety of the five-year period immediately preceding today's date.

Signature

Print Full Name

Sworn to and subscribed
before me this ___ day of
_____, 2018.

Notary Public

My Commission Expires: