



Clearances Policy

By state law, all volunteers who work directly with students in the state of Pennsylvania are required to obtain and maintain valid clearances, of which there are three:

- Pennsylvania State Police Criminal Record Check
- Pennsylvania Child Abuse History Certification
- FBI Fingerprints - OR - **Pennsylvania Volunteer Affidavit**

Vetri Community Partnership (VCP) is committed to ensuring the safety of our students. Any volunteers whose records reflect criminal activity, child endangerment, or any indiscretion that conflicts with VCP's mission to empower students and families to lead healthier lives will not be allowed to volunteer in any VCP program. VCP reserves the right to disallow any applicant from volunteering based on the results of the required background checks and/or terminate a volunteer's service if new records are availed at any time.

Vetri Community Partnership is required to keep copies of all volunteer background checks on file. Volunteers must submit valid clearances prior to beginning their service. Volunteers missing one or more records will not be permitted to work with students until VCP has received valid copies of each record. **Special note:** *it can take up to three months for FBI Fingerprint records to be **emailed** to volunteers. In the event that this record is not available by a volunteer's program start date, the volunteer may be able to begin service by providing proof of fingerprint submission and signing VCP's Background Affirmation Statement. This affidavit will allow a volunteer to participate for up to 90 days while their record is processed. After 90 days, the volunteer will be removed from programming unless the FBI fingerprint record is submitted to VCP.*

Volunteers must apply for each clearance by following the instructions provided at **vetricommunity.org/obtaining-volunteer-clearances/**. Copies of all received records must be submitted via email to Vetri Community Partnership's Volunteer Coordinator, volunteer@vetricommunity.org, or via USPS to 211 N. 13th St, Suite 303, Philadelphia, PA 19107.

VCP will update all VolunteerHub profiles to reflect the dates clearances were obtained. Volunteers can view this information at any time by logging into their profile at vetricommunity.volunteerhub.com and selecting "Update Profile". Volunteers are responsible for maintaining the validity of their background checks and renewing any clearances that will expire before the end of their volunteer program. All required clearance records are valid for **five years** from the date obtained, and can be used for all volunteer activities within the state of Pennsylvania.