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April 21, 2015

Dear Volunteers:

The Commonwealth of Pennsylvania has new requirements for volunteers working with children. Below you will find a list of requirements for anyone volunteering in our schools:

- PA Child Abuse Clearance (Act 151) \*
- PA Criminal History Check (Act 34)\*
- Arrest/Conviction Report Form (Act 24) – attached

In addition, the Diocese of Altoona-Johnstown requires:

- Youth Protection Program – link is found at our school web site, [www.lhcs.org](http://www.lhcs.org)
- Application to Volunteer in Diocesan Schools – attached

\*The state is not recognizing the clearances we had through the Youth Protection Program. All old and new volunteers are starting from scratch with these clearances. The clearances are \$10 each (for a total of \$20) and are good for a period of three years. You will apply for these directly. Please see our school web site for the link to apply online, or contact the school and we will send you a hard copy. When you receive the completed clearances, please bring them to the school and we will make a copy for our records and send a copy to the Education Office.

**If you have not been a PA resident for the past 10 years**, there is one additional requirement:

- FBI Fingerprinting (Act 114)

Please keep in mind that these requirements have been set with the safety of our children in mind. All employees of the school will comply with these and additional regulations. We are all starting fresh as well. It has been recommended to complete the clearances as soon as possible. These new requirements take effect for volunteers starting July 1, 2015.

As always, we appreciate all that you do for our school. Please contact us if you have any questions.

God bless,

Michele Alexander, Principal

*Building on Tradition and Excellence*