

WoodmereArtMuseum

9201 Germantown Avenue, Philadelphia, PA 19118 (215) 247-0476

VOLUNTEER APPLICATION

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone (home) () _____ - _____ (work) () _____ - _____

Emergency contact: _____ phone: _____

Email: _____

How did you learn about Woodmere's docent/volunteer program? A friend A flyer
Other: _____

Are you a Woodmere member? Yes No

Have you volunteered for an organization before? Yes No

If so, where? _____

When? _____ Under Who? _____

When are you available? Mondays Tuesdays Wednesdays Thursdays

(please check all that apply) Fridays Saturdays Sundays

What times are you available? Mornings Afternoons Evenings

Please list any experience and/or skills that you would bring to Woodmere:

Do you have any background in art or art history? Yes No

If yes, please explain _____

Employment experience:

I have read the training requirements and background check procedures and agree to the terms:

Signature: _____

WoodmereArtMuseum

PA MANDATORY BACKGROUND CHECK PROCEDURES*

The Commonwealth of PA has instituted a variety of new laws that require individuals that have direct contact with children to undergo **background clearances and an abuse orientation course**.

All Employees, Volunteers and Docents at Woodmere must comply with new PA laws pertaining to background clearances for those who have direct exposure to children (under 18 years of age). Woodmere has instituted the policy that will require all Employees, Volunteers and Docents to undergo these clearances, even though it may not be direct contact, to protect the Institution.

All volunteers are required to complete the following background check procedures:

1. **PA Criminal Background Check**
2. **Child Abuse Clearance from the Dept. of Health & Human Services**
3. **Reporting Child Abuse online course via University of Pittsburgh**

Volunteers who:

1. *Have lived in the state of Pennsylvania for the entirety of the last 10 years*
AND
2. *Have never been convicted of a crime pertaining to section 6344 of state law regarding child abuse* can complete the museum affidavit form (attached) to include with clearance documents.

If the volunteer does not meet those requirements, a FBI fingerprinting clearance is required.

All of the clearances are either free of charge for the volunteer or are reimbursable, and must be **updated every three years**. The volunteer coordinator, Susan Richards, is available to assist you with questions or general help with the process.

Contact her directly: srichards@woodmereartmuseum.org

Please see the following page for links/steps to complete the application process

WoodmereArtMuseum

Background Checks for Volunteers

1. **PA Criminal Background Check:** www.epatch.state.pa.us
This process is simple & very quick—ensure that you check off “volunteer” so that the check is free of charge. Woodmere needs a copy of your certificate.
2. **Child Abuse Clearance:** <https://www.compass.state.pa.us/cwis/Public/home>
Create an individual account. Once you receive a temporary password via email, login to change to a permanent password of your choosing. Once logged in, you can complete the clearance process. It requires that you have all of your address & people who’ve lived with you since 1975, so please have that information handy.
3. **Reporting Course:** www.reportabusepa.pitt.edu
Click the top tab for registration and create your account. Once you receive a user ID and password, you can work through the course. It takes roughly 1-2 hours to complete, but the site will bookmark your place in the course if you wish to stop and restart.
4. **FBI Clearance & Fingerprinting** (*Only required for specific circumstances; see above*):
https://www.pa.cogentid.com/index_dpwNew.htm
Register on the website. There is a listing of multiple area locations to get fingerprints taken. Many locations do require appointments, but the process only takes about 10 minutes.

WOODMERE ART MUSEUM

AFFIDAVIT OF UNPAID VOLUNTEERS AND DOCENTS

1. My full name and address are as follows:

2. I am an **Unpaid** Volunteer.
3. I have been a resident of the Commonwealth of Pennsylvania during the entirety of the **previous ten (10) year period**.
4. By signing below, I swear or affirm that I am neither a perpetrator of a founded report of child abuse nor named in any Registry as the perpetrator of a founded report of child abuse.
5. I further swear or affirm that I have never been convicted of or pled guilty to any of the following offenses: criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing the death of a child; endangering the welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual material and performances; corruption of minors; sexual abuse of children; or the attempt, solicitation, or conspiracy to commit any of the aforementioned offenses.
6. I further attest and certify that I have not been convicted of an offense designated as a felony under the Controlled Substance, Drug, Device and Cosmetic Act.
7. I further attest and certify that I have not been convicted of an out-of-state or Federal offense similar in nature to the foregoing offenses listed in Paragraphs 5 and 6 above.

I hereby swear or affirm that the statements set forth above are true and correct.

Date

Signature

Print Name