

## **Special Guidelines for Volunteers at the Second Street Learning Center**

- Depending on the day of the week and time of day, you might interact with infants, toddlers, preschool, or school-aged children.
- Volunteers should be at least 18 years old. Adult chaperones are required for minors.
- Pennsylvania Child Abuse Clearance Forms and Pennsylvania Criminal History Record Checks are required for all volunteers (including members of the Board of Directors, sub-committees, and Ad Hoc Committees of the Board). Clearances are available free of charge for all first-time volunteers at <https://www.compass.state.pa.us/cwis/public/home> or <https://epatch.state.pa.us/Home.jsp>.
- Volunteers must be fingerprinted through the Pennsylvania Department of Human Services. To apply online, please visit the Cogent Application Registration Website at <http://www.pa.cogentid.com/index.htm> and follow the link for the Pennsylvania Department of Human Services.
- Please report to the reception desk at the Technology Center located on Beech Street, and sign the Volunteer Sign-In Book when you check-in at the center. It is our only record of attendance.