

T&E Care Volunteer Clearances Policy

Any T&E Care volunteers who expect to have direct contact with children when involved in the organization's work are first required to apply for both **Child Abuse History Clearance** and **Criminal Background Record Check**. A confirmation of these clearances must be sent to a T&E Care board member to be recorded before any volunteering can be done.

FBI Clearances

- Volunteers who have lived in PA less than 10 years must also obtain an FBI Clearance which also requires fingerprint submission.
- A volunteer who has lived in PA for 10 or more years may submit an affidavit, in lieu of the Federal Criminal History Clearance, affirming that they are not disqualified for volunteer service due to a conviction. The affidavit form is available on the T&E Care website and must be submitted along with the other clearances.

Completing Clearance Requirements

All clearances can be done online. Links to all clearance applications are located on the T&E Care website on the volunteer tab.

Examples of volunteers who need these clearances include, but are not limited to: College Assistance Program mentors and camp drivers.

All clearances must be updated every 5 years.