



# VACATION CHURCH SCHOOL JUNE 26—JUNE 30, 2017

East Liberty  
Presbyterian Church  
THE CATHEDRAL OF HOPE

## VOLUNTEER APPLICATION

To register **TO BE A VOLUNTEER**, complete the form below and return to the ELPC church office in person, or mail to: East Liberty Presbyterian Church, Attention: Gloria Knopp, 116 S. Highland Ave., Pittsburgh, PA 15206. Questions? Call Gloria at 412/441-3800 ext. 22.

116 S. Highland Ave., Pittsburgh, PA 15206 [www.cathedralofhope.org](http://www.cathedralofhope.org)



Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip code

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell) \_\_\_\_\_

Have you lived in PA for 10 or more Years? \_\_\_\_\_

Do you prefer information sent to you by email or through the postal mail service? \_\_\_\_\_

Special needs/Allergies: \_\_\_\_\_

I would like to volunteer with Age Group:

Preschool \_\_\_\_\_, K– grade 1 \_\_\_\_\_, Grade 2-3 \_\_\_\_\_, or Grade 4-5 \_\_\_\_\_

Activities of interest:

Worship \_\_\_\_\_ Teaching \_\_\_\_\_  
Snacks \_\_\_\_\_ Teacher Assistant \_\_\_\_\_  
Crafts \_\_\_\_\_ Recreation \_\_\_\_\_  
Music \_\_\_\_\_ Other \_\_\_\_\_

Afternoon Activities \_\_\_\_\_

Days Available: Monday, June 26 \_\_\_\_\_ Tuesday, June 27 \_\_\_\_\_ Wednesday, June 28 \_\_\_\_\_

Thursday, June 29 \_\_\_\_\_ Friday, June 30 \_\_\_\_\_

Hours Available: All day \_\_\_\_\_ 8:00 a.m.—12:00 \_\_\_\_\_ 12:00—3:30 p.m. \_\_\_\_\_

### ADDITIONAL INFORMATION FOR YOUTH VOLUNTEERS UNDER THE AGE OF 18:

Please answer the following questions.

Grade Completed \_\_\_\_\_ Age \_\_\_\_\_ Birth Date: \_\_\_\_\_

How will you get home each day? \_\_\_\_\_

Who is authorized to pick you up? \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Special Needs/Allergies \_\_\_\_\_



## YOUTH VOLUNTEERS UNDER THE AGE OF 18—PERMISSION SLIP

Photo Release Form: I give permission to East Liberty Presbyterian Church to use photos of my child \_\_\_\_\_ and to put the finished photos to any legitimate use (newsletter, bulletin boards, web-site) without limitations or reservation.

In case of Emergency: I understand that every effort will be made to contact me. If I cannot be reached, I hereby give the East Liberty Presbyterian Church Vacation Church School Workers the permission to act on my behalf in seeking emergency treatment for my child in the event that such treatment is deemed necessary by the Vacation Church School (VCS) workers. I give permission for those administering emergency treatment to do so, using those measures deemed necessary. I absolve the VCS workers and East Liberty Presbyterian Church from liability in acting on my behalf in this regard so long as the VCS workers are not grossly negligent.

Signature of Parent or Guardian \_\_\_\_\_

Phone Numbers where I can be reached:

Home \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Or contact \_\_\_\_\_ (Phone) \_\_\_\_\_

### I can't volunteer but I can donate:

Money \_\_\_\_\_

Pretzels \_\_\_\_\_

Goldfish crackers \_\_\_\_\_

Apple Juice \_\_\_\_\_

Fresh Fruit \_\_\_\_\_

Juice Boxes \_\_\_\_\_

Cups \_\_\_\_\_

Craft Items (to be announced) \_\_\_\_\_

Washable Markers \_\_\_\_\_

Glue Sticks \_\_\_\_\_

Pencils \_\_\_\_\_

Crayons \_\_\_\_\_

Construction Paper \_\_\_\_\_

Paper Products-Napkins \_\_\_\_\_

Paper Plates \_\_\_\_\_

## Clearances Procedures

ELPC has adopted a policy in which each person, age 18 or older, who works with youth and children must submit state clearances – PA Child Abuse History and PA State Police Criminal Record Check. In compliance with new PA state law, anyone who works with children must complete the FBI background check, **unless you have lived in Pennsylvania for 10 years or more**. Those who have been a PA state resident for 10 or more concurrent years may sign an affidavit stating that they have no criminal history outside of PA. According to new law, these clearances must be updated every 3 years.

The PA Child Abuse History Clearance and PA State Police Criminal Record check will be mailed to you once you submit your Volunteer Registration Form if we don't have a current one on file. You will then need to fill them out and return the forms to the church at your earliest convenience to the attention of Gloria Knopp. ELPC will pay for the processing of the clearance checks. If you have any questions please contact Gloria at 412-441-3900 x22 or [gloriak@coh.net](mailto:gloriak@coh.net)

The FBI clearance required that you will be fingerprinted at one of the designated centers. If you have not lived in PA for 10 or more years, we will send you information as to how to complete this process.

NOTE: If you have had your clearances run by ELPC or your place of employment within the past three years, you do not need to fill out these forms. We will need copies of your clearances if you have received them at your place of employment.

All volunteers must complete a training on **ELPC Child Safety Policies**, and complete the on-line mandatory reporter training at [www.reportabusepa@pitt.edu](http://www.reportabusepa@pitt.edu). Please turn in your certificate of completion to Gloria Knopp.

### OFFICE USE:

Clearances Completed:

Yes No

**Please drop off the completed form at the church office or mail the form to:**

**East Liberty Presbyterian Church**

**Attention: Gloria Knopp—116 S. Highland Ave., Pittsburgh, PA 15206**