

CENTRAL CHRISTIAN ACADEMY

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July 26, 2016

Dear Volunteer,

We are excited that you have decided to volunteer for the 2016-2017 school year! Central Christian Academy is in need of many volunteers to make it a successful year for all students. We are blessed to have your service and dedication to the mission of our school.

We need everything from prayer volunteers, to chapel speakers, to fundraisers, to assistant coaches and more. If you are interested in supporting CCA in any of these ways, please complete the "CCA Volunteer Opportunities Form" and the applicable clearance information and return them to the school office.

All volunteers are required to have current clearances as of August 25, 2015. The Pennsylvania Department of Education now requires volunteers to obtain the following:

- Report of criminal history from the Pennsylvania State Police (PSP) **FREE**
 - Child Abuse History certification from the Department of Human Services (Child Abuse) **FREE**
 - FBI Certification
- OR**
- Disclosure Statement Application for Volunteers **FREE**
 - Federal Criminal Record Check (Fingerprint Based)

Volunteers are **not required to obtain the FBI certification because they are applying for an unpaid position and have been a **continuous resident of Pennsylvania for the past 10 years** must swear or affirm in writing that they are not disqualified from service based upon a conviction of a offense under §6344.*

We have included the "Volunteer: Frequently Asked Questions" document for your review. Please use this check list to affirm that you have completed all the necessary submissions.

- CCA Volunteer Opportunities Form
 - ccaschool.com/volunteer_sheet.pdf
 - Pennsylvania State Police (PSP) Criminal History (online)
 - epatch.state.pa.us
 - Child Abuse Certification (online)
 - compass.state.pa.us/CWIS/Public/Home
 - FBI Certification
 - Disclosure Statement Application for Volunteers
- OR**
- ccaschool.com/FBI_Disclosure_Volunteers.pdf
 - Federal Criminal Record Check (Fingerprint Based)
 - pa.cogentid.com/index_pde.htm

If you have any questions, please contact us at 724-746-4902 or email us at cca@ccaschool.com.

Sincerely,

Mr. Shannon M. Gottschalk