

USC Odyssey of the Mind Volunteer Requirements

To work with your Odyssey team, you must
FIRST GET CLEARANCES!

Four easy steps:

1. Get PA Criminal Clearance

- Go online to Pennsylvania Access To Criminal History - Home at <https://epatch.state.pa.us/Home.jsp>.
- On the left side of the window under Credit Card Users, select "Submit a New Record Check."
- Next screen is Terms & Conditions. Read and accept.
- Next screen is personal information. For "Reason for Request," select Volunteer Work.
- Next screen is the Record Check Request Form. This requires your social security # and Date of Birth. You will also be prompted for aliases and/or maiden name info.
- Next screen will ask for your credit card info - \$10 fee.
- In minutes the search is completed and the screen reads as "Record Check Request Results". Click on the blue "Control Number". This should bring you to the "Record Check Detail" report which includes your control #, your ss# and your Date of Birth.
- PRINT OUT THREE COPIES OF THE "RECORD CHECK DETAILS" REPORT. One is needed when you submit for the PA child Abuse History Clearance, one is for Alison Hess and you should keep one for your records.

2. Get PA Child Abuse History Clearance

- Go online to <http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm> Print out form at bottom of screen entitled PA Child Abuse History Clearance (CY-113). Complete form by filling in Section I. Make sure to check off the VOLUNTEERS box under Purpose of Clearance. Make a copy for Alison Hess.
- Attach a \$10 money order (available for only \$0.46 at WalMart). Make a copy for Alison Hess.
- Attach a copy of your PA "Record Check Details" Report (from step #1 above).
- Mail Original set to:
Childline and Abuse Registry, Department of Public Welfare
P.O. Box 8170
Harrisburg, PA 17105-8170
- It takes about 2 weeks for this clearance to be processed – don't wait, proceed to step 3!

3. Complete USC School District Personal Data/Emergency Contact Info Sheet

- Download ECA form from "Coaches' Info" link on www.uscootm.com (ECA means extracurricular activity).

4. Submit paperwork ASAP! This is VERY time-sensitive...

- Mail the following items to Alison Hess, OotM Program Coordinator, at 1615 Ashlawn Drive:
 1. Record Check Details Report (#1 above)
 2. PA Child Abuse History Clearance (CY-113) (#2 above)
 3. Copy of \$10 money order (#2 above)
 4. ECA form (#3 above)
- Finally, once you receive the PA Child Abuse History Clearance report back in the mail from the PA Department of Public Welfare, please send to Alison Hess. Originals will be presented to the school district; copies will be made and filed. Originals will then be returned.

Please contact Alison Hess, OotM Program Coordinator, at hessam42@aol.com if you run into any problems or have questions.

To be on the agenda for the October School Board meeting, submit by **Monday, Oct 6th**.
For the November School Board meeting submit by **Monday, Nov. 3rd**.