

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 Susan Rosati 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> OR you may download this form from the USC OotM website under the "Coaches Info" link. 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 Susan Rosati.
- Attach a \$10 money order (available very cheaply at WalMart). Make a copy for Susan Rosati.
- 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 ECA and ECA Personal Data/Emergency Contact Info Sheet

- Download **BOTH** ECA forms from the "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 **Susan Rosati, OotM Program Co-Coordinator, at 2319 Morton Road**
 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. BOTH ECA forms (#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 Susan Rosati. Originals will be presented to the school district; copies will be made and filed. Originals will then be returned.