



VOLUNTEER CHECKLIST

All information regarding volunteer roles and responsibilities can be found at
www.springbrook-farm.org/volunteer

APPLICATIONS/FORMS REQUIREMENTS

- Volunteer Application (All volunteers; adults and minors):
<https://forms.gle/FkKxYrDAWcoxut6L6>
- **Adult** Participant Waiver/Release Form (All volunteers; 18 years of age or older):
<https://springbrook-farm.org/wp-content/uploads/2016/08/Waiver-Adult.docx.pdf>
- **Minor** Participant Waiver/Release Form (All volunteers; 17 years of age or younger):
<https://springbrook-farm.org/wp-content/uploads/2016/08/Waiver-Minor.docx.pdf>
- Confidentiality Form (All volunteers; adults and minors):
<https://springbrook-farm.org/wp-content/uploads/2016/08/Confidentiality.pdf>
- Proof of COVID vaccination (All volunteers; adults and minors)

CLEARANCE REQUIREMENTS (AGES 18 +)

- 1) **PA Child Abuse:** <https://www.compass.state.pa.us/cwis/public/home> *free for volunteers; must be updated every 5 years
- 2) **PA Criminal History Check:** <https://epatch.state.pa.us/Home.jsp> *free for volunteers
- 3) **FBI Criminal History Report** (Department of Human Service) Fingerprints.
Appointments to be fingerprinted are not required, but pre-registration is required either online or by phone. To register online, please go to <http://www.identogo.com>; by telephone please call 1-844-321-2101 and listen to the options menu. **The code for volunteers for FBI fingerprints is 1KG6ZJ. The cost is \$21.85. Be sure to bring proper I.D. as specified on the link given above. *If you have not lived in Pennsylvania for the last 10 years, fingerprints are required. If you have lived in Pennsylvania for the last 10+ years, you can sign an affidavit in lieu of a FBI Criminal History Report. An affidavit form can be found here:**
<http://www.springbrook-farm.org/wp-content/uploads/2019/01/Affidavit.pdf>

Completed forms can be emailed to **volunteer@springbrook-farm.org** or dropped off/mailed to: The Barn at Spring Brook Farm, 360 Locust Grove Rd, West Chester, PA 19382.

If you have any questions regarding the volunteer process or clearances, please contact Kelsey Fraim at **kelsey.fraim@springbrook-farm.org** or if you are a clinical student, please contact Raichel Barzilay at **raichel.barzilay@springbrook-farm.org** or call The Barn at (610)793-1037.