



ADULT 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 must fill out an application for the opportunity they are interested in on Vome.):
<https://share.vomevolunteer.com/RWkHLL9EIKb>
- **Adult** Participant Waiver/Release Form (All volunteers; 18 years of age or older):
<https://springbrook-farm.org/wp-content/uploads/2016/08/Waiver-Adult-2.pdf>
- Confidentiality Form (All volunteers; adults and minors):
<https://www.springbrook-farm.org/wp-content/uploads/2022/10/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.pa.gov/home> *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:**
<https://springbrook-farm.org/wp-content/uploads/2016/08/Affidavit.pdf>

Completed forms can be uploaded to Vome under screening checklist or 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 us at volunteer@springbrook-farm.org or jeanette.corgnati@springbrook-farm.org or call The Barn at (610)793-1037.