



100 Glenview Road
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Volunteer Services

SGAHPS is a 501(c)(3) organization working in the Spring Grove area to provide a historical legacy for this and future generations of Spring Grove area residents. We invite volunteers over the age of 16 and of any race or creed to engage in assisting our staff at our site, online, and by providing various services. Our volunteers help engage the community to educate, preserve and continue our legacy.

General Information for Volunteers

1. Clearances

Pennsylvania State law requires that all volunteers provide clearances prior to approval to volunteer and every 5 years thereafter. **You may submit existing clearances from another organization BUT they must be less than one year old.** Clearances are provided free through the state to volunteers.

- Pennsylvania Child Abuse History Clearance - <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania State Police Criminal History Clearance - <https://epatch.state.pa.us/Home.jsp>
- Federal Bureau of Investigations (FBI) Criminal History Clearance ** - <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

If you have lived in PA for **less than 10 years, you will need to complete the FBI Criminal Background check which involves fingerprinting. There is also a small fee involved. Check with the website above for the closest fingerprinting center to you.

If you have lived in PA for **more than 10 years, please complete the Volunteer Verification Form in place of fingerprinting.

Clearances expire 5 years from the oldest clearance date. *SGAHPS is not responsible for notifying you when they are close to expiration.*

2. Volunteer Application Form

When you have completed and received **all** the required clearances, please bring a completed Volunteer Application Form and the ORIGINAL clearances to the museum office. Once applications have been reviewed, you will receive an email notifying you of volunteer opportunities that may be a fit for you.

Copies will be made, and the original clearances will be returned to you. All information gathered is kept in complete confidentiality.

3. Volunteer Badges

Badges will be issued and kept at the museum office. Badges must be worn when in contact with the public.

Liability Release:

As a volunteer of Spring Grove Area Historical Preservation Society, I agree to abide by all policies and procedures as spelled out in the volunteer handbook. I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis, and I am not eligible to receive any monetary payment or reward.