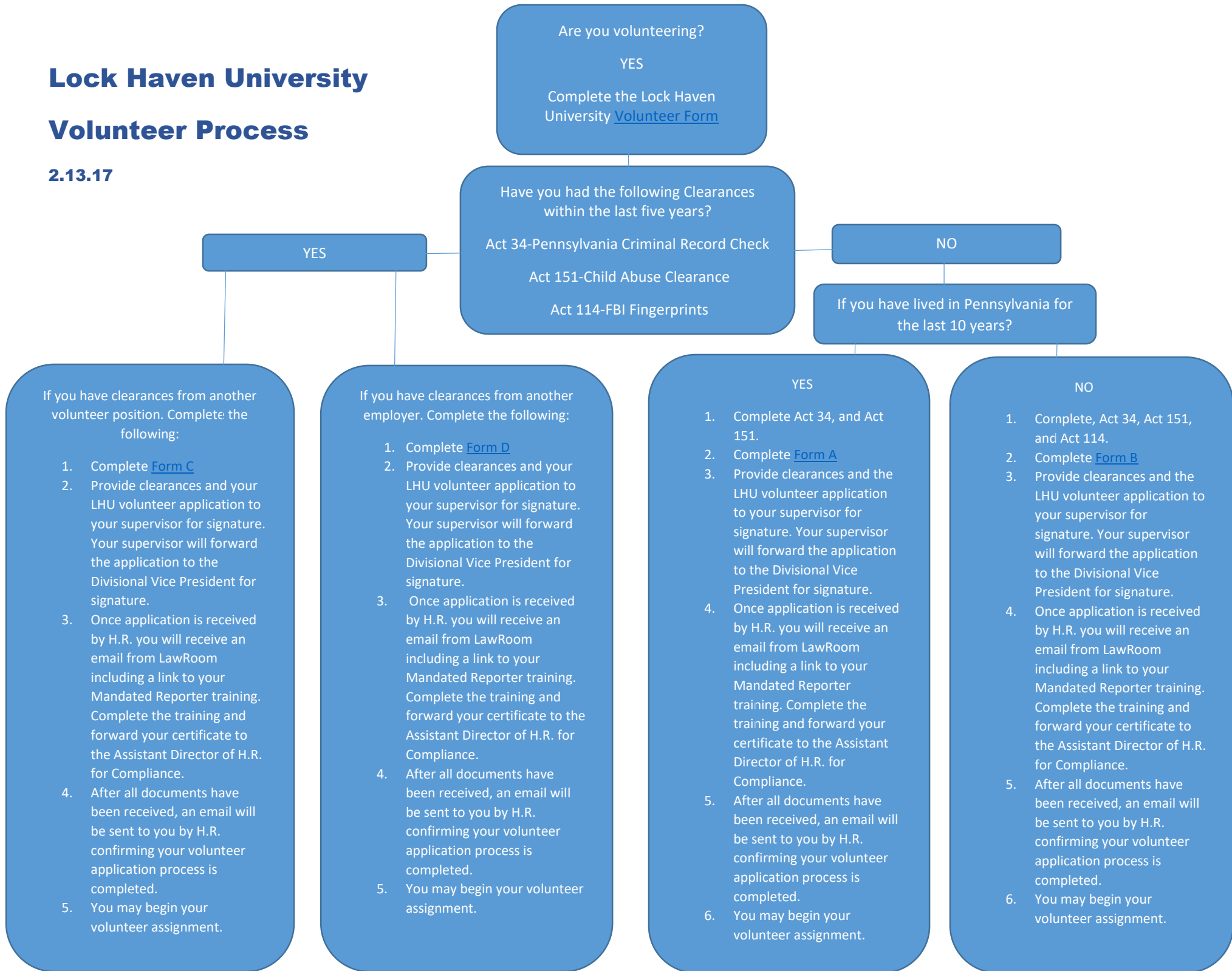


Lock Haven University

Volunteer Process

2.13.17



Are you volunteering?

YES

Complete the Lock Haven University [Volunteer Form](#)

Have you had the following Clearances within the last five years?

Act 34-Pennsylvania Criminal Record Check

Act 151-Child Abuse Clearance

Act 114-FBI Fingerprints

YES

If you have clearances from another volunteer position. Complete the following:

1. Complete [Form C](#)
2. Provide clearances and your LHU volunteer application to your supervisor for signature. Your supervisor will forward the application to the Divisional Vice President for signature.
3. Once application is received by H.R. you will receive an email from LawRoom including a link to your Mandated Reporter training. Complete the training and forward your certificate to the Assistant Director of H.R. for Compliance.
4. After all documents have been received, an email will be sent to you by H.R. confirming your volunteer application process is completed.
5. You may begin your volunteer assignment.

If you have clearances from another employer. Complete the following:

1. Complete [Form D](#)
2. Provide clearances and your LHU volunteer application to your supervisor for signature. Your supervisor will forward the application to the Divisional Vice President for signature.
3. Once application is received by H.R. you will receive an email from LawRoom including a link to your Mandated Reporter training. Complete the training and forward your certificate to the Assistant Director of H.R. for Compliance.
4. After all documents have been received, an email will be sent to you by H.R. confirming your volunteer application process is completed.
5. You may begin your volunteer assignment.

YES

1. Complete Act 34, and Act 151.
2. Complete [Form A](#)
3. Provide clearances and the LHU volunteer application to your supervisor for signature. Your supervisor will forward the application to the Divisional Vice President for signature.
4. Once application is received by H.R. you will receive an email from LawRoom including a link to your Mandated Reporter training. Complete the training and forward your certificate to the Assistant Director of H.R. for Compliance.
5. After all documents have been received, an email will be sent to you by H.R. confirming your volunteer application process is completed.
6. You may begin your volunteer assignment.

NO

If you have lived in Pennsylvania for the last 10 years?

NO

1. Complete, Act 34, Act 151, and Act 114.
2. Complete [Form B](#)
3. Provide clearances and the LHU volunteer application to your supervisor for signature. Your supervisor will forward the application to the Divisional Vice President for signature.
4. Once application is received by H.R. you will receive an email from LawRoom including a link to your Mandated Reporter training. Complete the training and forward your certificate to the Assistant Director of H.R. for Compliance.
5. After all documents have been received, an email will be sent to you by H.R. confirming your volunteer application process is completed.
6. You may begin your volunteer assignment.