Volunteer/Contractor Packet TIPS:

- In Part 1, please be sure to answer yes/no to the two questions located at the bottom right.
- In Part 2, please be sure to provide both a start date and end date. Start dates that are more than 30 days old from the date of receipt will not be used. End dates can be extended; please make HR aware when extending. It is recommended for long-term Volunteers/Contractors that a year from their start date be used.
- Please don’t send this form to Human Resources without the required signatures in Part 3.
- Please review and sign the Confidentiality Statement included in this packet. Most of the time HR does not meet with these individuals directly to discuss this statement.
- The Provisional Hire Form must be signed and submitted to Human Resources regardless of who is ordering the background clearances.

Background Clearances TIPS:

- Shippensburg University collects and keeps on file three background clearances on all employees, contractors, and volunteers. They are as follows:
  1. PA State Police Criminal Record Check (PSP)
  2. PA Child Abuse History Certification
  3. FBI Fingerprint based record check
- The PSP is ordered by Shippensburg University’s Human Resources Office. No effort is needed by the individual to obtain this clearance.
- The Child Abuse History must be done by the individual from any computer with internet access. If they are provided a prepaid code from the university, their results can be retrieved directly online by HR.
- The FBI check can be done from any UPS store within the state of PA with LiveScan capability. The UPS located in the CUB is set up for this. If the individual is not being paid (volunteer) and has live within the commonwealth for the past 10 consecutive years an FBI check is not needed. If both of these requirements are not met, then an FBI check will be needed.
- The FBI check is mailed to the individual directly. The university is not automatically provided a copy. The individual is responsible for submitting a copy to HR.
- Once submitted and accepted by Shippensburg University all three clearances are valid for 60 months from the date on each document. This holds true even if the individual leaves (is separated) and then comes back.
- All employees, volunteers, and contractors are given 90 days from their start date to submit their clearances. Effective on day 91 all individuals who have not submitted all required clearances will no longer be permitted to work/volunteer on campus and will be separated from SAP. There are no exceptions to this rule.
- When background clearances are not needed:
  1. Unpaid, minor Volunteers (i.e. Junior Counselors) are not required to submit background clearances.
  2. Temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff are not required to submit background clearances.
3. Volunteers for university-sponsored short-term events of limited duration such as move-in days, community services day, and commencement are not required to submit background clearances.

4. Student volunteers do not require background clearance if ALL the following are true:
   
   a. The individual is currently enrolled in a school.
   b. The individual is not a person responsible for the child’s welfare.
   c. The individual is volunteering for an event that occurs on school grounds.
   d. The event is sponsored by the school in which the individual is enrolled as a student.
   e. The event is not for children who are in the care of a child-care service.

As always, should you ever have any questions in regards to Volunteer/Contractor or Background Clearances please feel free to contact me directly. I’m happy to assist.