

OBTAINING CLEARANCES FOR JUDGING SPEECH AND DEBATE

Complete by the 1st Tuesday in October

You are required to provide 3 background checks prior to volunteering. If you already have current clearances with the Council Rock School District, you do not need to complete the steps below. You only need to notify Mr. Briski that your clearances are in place.

Links to all 3 sites can be found:

- A. On CRSD.org - Under "Departments," choose "Human Resources." Click "Volunteer Procedures" on left menu. Scroll down to "Required Clearances."
- B. On our team's website, crnspeechdebate.org - Under "Parents" tab along the top of the screen, click "Parent Checklist" and then "Forms (for parent judging)." When the site opens, scroll down to "Required Clearances."

1. PA State Police Criminal Report

- a. Cost = free
- b. Results received = immediately
- c. Steps to follow:
 - i. From the epatch link on the "Volunteer Procedures" page, go to "New Volunteer Record."
 - ii. Fill in the required information (use "Council Rock North Speech and Debate" for name of Volunteer Organization).
 - iii. Click "Next."
 - iv. Confirm information and click "Proceed."
 - v. You will be asked for your date of birth (required), Social Security number, sex, race, and aliases.
 - vi. Be sure to record your Control Number which is required to access your records at a later time.
 - vii. Click "Submit Request."
 - viii. You should have access to your results immediately or in the same business day via email.

2. Child Abuse History Clearance

- a. Cost = free (once every 5 years)
- b. Results Received = within 14 days
- c. Steps to Follow:

***Before you can fill out the online application, you must first create a Keystone Key account through the compass link. Once that is done, you will be given a temporary password through email. You must then log in again to create your personal password. It is important to record or note your Keystone ID and Password for future reference. If you have completed the clearance process in the past, you may already have a Keystone Key in which case you would choose "Individual Login" in the step below instead of "Create Individual Account." Then proceed to step ix. below. You will be charged for another report if it has been less than 5 years since your last request.

- i. From the compass link on the “Volunteer Procedures” page, click “Create Individual Account” under “Child Welfare Portal” and then click “Next.”
- ii. Create your own Keystone Key (this is your username or Keystone ID), fill out the required information, and select 3 security questions. Then click “Finish.”
- iii. First you will receive an account confirmation email, then an email with a temporary password. From that 2nd email, click the heading “Child Welfare Portal” to sign in with your Keystone Key and temporary password. Be sure to choose “Individual Login” on the Child Welfare Portal page.
- iv. Choose if you would like to verify your account with security questions or an email security code.
- v. Choose which type of device you’re using, public or private.
- vi. Create your permanent passcode.
- vii. Agree to terms and conditions, then click “Next.”
- viii. Read the additional information and click “Continue.”
- ix. Click “Create Clearance Application.”
- x. After reading “Getting Started” page, click “Begin.”
- xi. For “Application Purpose,” select “Volunteer Having Contact with Children.”
- xii. When the new box appears below,” select “Other” for “Category” and type “Council Rock North Speech and Debate” for “Agency Name.” Then click “Next” at the bottom of the page.
- xiii. You will then complete the remaining sections of the application which include Applicant Information, Current Address, Previous Address, and Household Members.
- xiv. After you review the Application Summary, you will provide your e-signature. There is no charge under Application Payment for volunteer positions.

3. FBI Fingerprint Check (only if you have lived in PA less than 10 consecutive years)*

- a. Cost = \$23.25
- b. Receive Results = 2-4 weeks
- c. Enroll through the IdentoGo website link on the “Volunteer Procedures” page, using Service Code 1KG6Y3.
- d. After registering, schedule an appointment at a fingerprinting facility.
- e. Take payment and valid identification, including one government-issued photo ID, to your designated appointment.
- f. After providing the fingerprints at the facility, the results will be mailed to the home address that you entered online.
- g. *If you have lived in PA for the past 10 consecutive years, instead of completing the FBI Fingerprint Check you must complete a notarized Volunteer Affidavit which can be found on the “Volunteer Procedures” page as option 2 under “FBI Fingerprinting.” Along with uploading the Volunteer Affidavit, the original must be either hand-delivered or mailed to: Monica McLaughlin, Council Rock School District, Human Resources Office, 30 North Chancellor Street, Newtown, PA 18940

Once received, all 3 documents must be uploaded through the Volunteer posting link which can be found under FAQ’s on the “Volunteer Procedures” page.

THANK YOU SO MUCH FOR VOLUNTEERING TO JUDGE!