



2014 Old Arch Road, Suite 2062, East Norriton, PA 19401

www.hogshoney.org

Welcome

Thank you for your interest in Hogs and Honey's Foundation for Kids! We are excited that you are interested in joining our organization and are ready to volunteer on our journey to assist the underprivileged and underserved kids in Montgomery County, Pennsylvania.

We at Hogs and Honey's Foundation for Kids from time to time have interaction with the kids we are supporting and as you understand we need to maintain compliance with all laws associated with volunteering and interacting with these kids. The Commonwealth of Pennsylvania states that *"Adults applying for or holding an unpaid position as a volunteer with a child care service, a school or a program, activity or service responsible for the child's welfare or having direct volunteer contact with children will need clearances"*, for purposes of clearances, a child is an individual under 18 years of age.

Compliance

In compliance with State law and Hogs and Honey's Foundation for Kids policy all participating volunteers, who may have direct volunteer contact with children at any Hogs and Honey's Foundation for Kids function, must provide the following clearances and affidavits:

1. Report of criminal history from the Pennsylvania State Police (PSP); and
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse);
3. Must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under the Child Protective Service Law.

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

Volunteers are not required to obtain the **FBI** Clearance if;

1. They are applying for an unpaid position and
2. Have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under the Child Protective Service Law **23 Pa. C.S. Section 6344.2** (relating to volunteers having contact with children).

All volunteers will be required to obtain clearances every 60 months. Timeframes for renewed clearances are based upon the date of each individual clearance.

The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically (there is actually no charge for Child Abuse or PSP clearances), the FBI clearance also requires a fingerprint submission. Necessary instructions and links to apply for these clearances can be found at the [Child Welfare Portal](#) where you need to create an individual log in and then order a child abuse clearance report and the

[Pennsylvania State Police](#) where you need to click on new record check to order your criminal background, use your personal telephone number when it asks for the Hogs and Honeys phone number. The FBI fingerprint information is found at the bottom of the [PA DHS](#) website, there is a charge for this which you will be responsible for.

Please ensure you order the PSP, Child Abuse and FBI report if required. Complete the provided Hogs and Honeys Foundation for Kids affidavit of compliance and submit with your reports and application to volunteers@hogshoneys.org. Members are reminded to update their clearances as they approach their 60 month anniversary based on initial report dates.

Opportunities

At Hogs and Honeys Foundation for Kids we are all about fundraising. Our aggressive schedule provides multiple opportunities throughout the year to participate in public relations events, sponsorship events, volunteer events with other partners, work days, and of course our main fundraising events such as the annual Spring fling. In order to properly plan and staff these events we expect that our volunteers will provide their availability. For many of our events we utilize <http://www.signupgenius.com/>. Leading up to the event you will get an email which will direct you to sign up for work shift(s), just put yourself on the schedule and the application will send reminders that you have signed up. If you do sign up and have to remove yourself from the schedule please contact another volunteer to take that shift for you as we are counting on your dedication to ensure all events are properly staffed.

Meetings

There are occasional work days at our headquarters and periodic meetings leading up to our larger events. You will be made aware of when these meetings are and you are encouraged to join. The Executive Board and general membership meets on the second Wednesday of every month at 7:00pm at our headquarters building.

Contact Information

For help in completing your application or background checks please contact:

Tom Callahan
Director of Volunteers
volunteers@hogshoneys.org
(919)730-5867