Volunteer Clearance Instructions
Volunteer Background Check Instructions

PURPOSE

These are instructions on how to complete the volunteer clearances required for Dickinson College volunteers due to PA Legislation, ACT 153, which protects children and vulnerable populations.

If you have any remaining questions after reading these instructions, please email csss@dickinson.edu.

PROCESS OVERVIEW

There are detailed instructions below but the general process is as follows:

- Log into Gateway. Click on Students in the left hand menu. On that page, you will see a box titled “VOLUNTEER CLEARANCES” which will display your clearance status (green, we have clearances on file; red, we do not have clearances on file);
- Click the Register to Volunteer link below the table of clearances and then click into the appropriate form depending on which clearances you have previously completed;
- Fill out the form and the CS3 staff will complete the process of requesting your clearances with the information provided;
- Sign up for a time to get fingerprinted on campus;
- Get fingerprinted;
- Get an email that says we have received all your clearances and you’re ready to volunteer;
- Volunteer!

INFORMATION YOU WILL NEED

Before beginning the form, please have the following information available:

- Social Security Number
- Current address and dates lived there
- Previous address for the last 7 years and dates lived there
- All household members (last, first, middle; relationship; present age)
- Other names used (including maiden name)
- Driver’s license (if applicable)
- Place of birth (US State or non-US country)
- Country of citizenship
- Sex
- Race
- Eye Color
- Hair Color
- Height
- Weight

Center for Service, Spirituality, and Social Justice
**DETAILED INSTRUCTIONS**

**Step 1:** Log on to Gateway and click Students on the left hand menu.

![Gateway Home](image)

**Step 2:** On the Students page, you will be able to see a box titled “VOLUNTEER CLEARANCES” that looks like the box below. Determine which of your clearances you have based on the box. Clearances that you do have will be **green** and clearances that you do NOT have will be **red**.

![Volunteer Clearances](image)
Step 3: Click the “Register to Volunteer” link at the bottom. The page you get to should look like this:

![Student Clearances](image)

**Gateway Legend:**
- Green Light – clearance is OK and NOT going to expire within 60 days
- Yellow Light – clearance is OK but IS going to expire within 60 days
- Red Light – no clearance or expired clearance

PA Act 153 requires that all volunteers complete Child Abuse, PA State Police Background and FBI Fingerprint Clearances before serving children or other select community members. These clearances are valid 5 years from the effective date.

Based on the prior page:
- If two or more clearances have a red or yellow light, please click the ‘Need All Clearances’ button below on the left.
- If only FBI Fingerprint Clearances have a red or yellow light, please click the ‘Need FBI fingerprints only’ button below in the middle.
- If all clearances have a green light, please click the ‘Have ALL my Clearances’ button on the right below.

**Please note:** If you have completed the required clearances for another organization, please bring them to the Center for Service, Spirituality, and Social Justice in Landis House on the corner of College St. and Pomfret St.

“**Please complete the appropriate online form only when you are ready to begin the process to become a Dickinson Volunteer!**

- **Need All Clearances**
- **Need FBI Fingerprint Only**
- **Have ALL My Clearances**

Still have Questions? Contact the Center for Service, Spirituality and Social Justice at csss@dickinson.edu

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Step 4: Click into “Need All Clearances,” “Need FBI Fingerprint Only,” or “Have ALL My Clearances” based on what you had in the “VOLUNTEER CLEARANCES” box.

Instructions split depending on the form that you need to fill out.

- For “Need All Clearances,” continue below.
- For “Need FBI Fingerprint Only,” scroll to 12.
- For “Have ALL my Clearances,” scroll to 18.
INSTRUCTIONS FOR “NEED ALL CLEARANCES” FORM

Step 5: The page you get to after clicking into “Need All Clearances” will look like the page below. Click if you are ready to sign up for a volunteer program.

**Online forms: Student Volunteer-All Clearances**

**SO YOU'RE INTERESTED IN VOLUNTEERING?**

This form is designed to express your intent to participate in one or more volunteer program(s) at Dickinson this academic year.

**PA Legislation**

Pennsylvania legislation, Act 133, requires that all volunteers complete three clearances, including FBI Fingerprinting, before serving children or other select community members. Dickinson College’s Center for Service, Spirituality and Social Justice (CSSS) will submit your information to the appropriate agencies for clearances. After submitting this form, you will need to be fingerprinted during specific dates on campus. Once completed, the clearances remain valid for five years, so you will only need to go through the process once at Dickinson. You may request copies of your clearances that can be presented for a summer internship, job, independent volunteering, or other opportunity that requires them.

**Please complete this online form only when you are ready to begin the process to become a Dickinson volunteer!**

---

Step 6: You will then see this come up. It will auto-populate with your name, email, and Banner ID.

**Online forms: Student Volunteer-All Clearances**

**STUDENT VOLUNTEER POSSIBILITIES**

If you are still just looking for more information about any of the programs below, please visit the Center for Service, Spirituality, and Social Justice’s website www.dickinson.edu/service-spirituality-socialjustice or email volunteer@dickinson.edu.

**Please limit your selection to 3 programs.**

**STUDENT NAME:**

John Doe

**EMAIL ADDRESS:**

doej@dickinson.edu

**STUDENT ID:**

s55555555
Step 7: Please select the volunteer opportunities you would like to sign up for. Please limit your selections to three and only sign up for APO if you are a current APO member or are in the process of pledging to become an APO member.

1. Below is a listing of all the CommServ programs, or weekly community service opportunities, offered by the Center for Service, Spirituality, and Social Justice (CSSS). Please select the program(s) you intend to participate in:
   - America Reads – Helping teach kindergarteners how to read and write
   - Artworks! – Assisting with an afterschool art program for middle school students
   - ASL – Learning American Sign Language and simultaneously teaching what you learn to preschool children
   - Big Little – Mentoring children one on one during lunch and recess (schedule at your convenience)
   - CARUSLE Tutoring – Tutoring children after school (after school hours)
   - CARES – Tutoring and mentoring elementary school children
   - Dickinson Friends – Mentoring special needs youth
   - Dream Catchers – Mentoring middle school students with ESL backgrounds
   - ESL – Teaching adults how to improve their English skills (once a week, schedule at your convenience)
   - Habitat for Humanity – Helping to build affordable not for profit homes in partnership with low-income families
   - Pit – Tutoring inmates of a local prison to help them obtain their GED’s (schedule at inmate’s convenience)
   - Senior Companions – Spending time one on one with a senior citizen at Claremont Nursing Home (schedule at your own convenience)

2. The following volunteer programs are offered by organizations independent of the Center for Service, Spirituality, and Social Justice (CSSS), but also require background clearances. Please select the program(s) you intend to participate in:
   - Circle K – International organization providing students opportunities and resources to improve their schools, communities, and themselves
   - APO** – National coed service fraternity
   - Phoenix – All female community service group
   - Keystone – All male community service group
   - Dog House – Aid in raising service dogs
   - Project Storytime – Aims to improve children’s literacy in the local area

Help: **(Please only select APO if you are already a member or part of the new member class. For inquiries about APO, please email apo@ dickinson.edu.)

3. To register for another Dickinson program that requires a clearance but is not listed, please indicate below:

Step 8: A page with the title below will come next. Please read the release carefully. Indicate if you are over 18 years of age and sign and date at the bottom. If you are under 18, you will be required to enter contact information for a parent or guardian so that we can get their signature on the release.

Online forms: Student Volunteer-All Clearances

CONSENT/AUTHORIZATION TO RELEASE INFORMATION

Please read the following carefully before signing this application:
Step 9: The next page is the volunteer confidentiality form. Please read the form carefully. Sign and date at the bottom of the form.

**Online forms: Student Volunteer-All Clearances**

**VOLUNTEER CONFIDENTIALITY POLICY**

The Dickinson College Center for Service, Spirituality, and Social Justice (CSSS) respects the confidentiality of volunteer records and, with the exception of situations listed below, shares information about volunteers only amongst CSSS staff. All records are considered property of Dickinson College and not the CSSS staff or volunteers themselves. Records are not available for review by volunteers.

1. Unless otherwise provided below, information will be released to other individuals or non-CSSS employees only with volunteer written consent.
2. Information may be shared with other Dickinson College offices and employees in compliance with privacy protections provided by the Family Education Rights and Privacy Act, and any other applicable federal, state and local laws.
3. Identifying information regarding volunteers may be used in agency publication of promotional materials unless volunteer requests otherwise.
4. For purposes of program evaluation, audit, or accreditation certain outside bodies may have access to volunteer records.

I, Jaime Phillips, agree to volunteer program participation under the above conditions.

**AUTHORIZATION:**

<table>
<thead>
<tr>
<th>Required Signature:</th>
<th>Required Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

Step 10: Next you will fill out the information for the PA Criminal Background Check. You will need the following information: social security number, current address, previous address for the last 7 years, other names used (including maiden name), and driver’s license.

**Online forms: Student Volunteer-All Clearances**

**PENNSYLVANIA CRIMINAL BACKGROUND CHECK**

Pennsylvania Criminal Background Check

I, Jaime Phillips, do hereby authorize verification of all information listed in this form by Dickinson College, through its Center for Service, Spirituality, and Social Justice (CSSS) to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all person from liability on account of such disclosures. I certify that I have made true, correct, and complete answers and statements on all forms provided to CSSS related to volunteer service. I authorize without reservation, any party or agency contacted by CSSS to furnish the above-mentioned information.

I have the right to make a request to CSSS, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which CSSS has previously furnished within the two-year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on this form or any supplements to it and in any interviews will be sufficient grounds for rejection of my opportunity for volunteering.
Step 11: The next page is a consent/release form for the Child Abuse Clearance. Please read the form carefully and sign and date at the bottom.

**Online forms: Student Volunteer-All Clearances**

**CONSENT/RELEASE OF INFORMATION AUTHORIZATION**

Pennsylvania Child Abuse History Clearance

I, Jaime Phillips, hereby authorize the Department of Public Welfare, ChildLine, to release my Pennsylvania Child Abuse History Clearance information directly to the Dickinson College Center for Service, Spirituality, and Social Justice. I understand that this information is confidential in nature pursuant to § 6344 (relating to Information in confidential reports) of the Child Protective Service Law (CPSL) (23 PA. C.S., Chapter 23) and will not otherwise be released by the Dickinson College Center for Service, Spirituality, and Social Justice without my expressed authorization or pursuant to authorization by Title 55 of the Pennsylvania. I also understand that the aforementioned information will not be released directly to me, Jaime Phillips, as stated on the Pennsylvania Child Abuse History Clearance application, I understand that I will not receive a copy of my Pennsylvania Child Abuse History Clearance directly from ChildLine; however, I may request a copy of my Pennsylvania Child Abuse History Clearance from the Dickinson College Center for Service, Spirituality, and Social Justice upon written request.

I have read the Consent/Release of Information Authorization form and fully understand and agree to its content. I further understand and agree to all information and ramifications of the Pennsylvania Child Abuse History Clearance application as it otherwise relates to this consent.

Please send my clearance result(s) to:

Agency Name: Center for Service, Spirituality, and Social Justice
Agency Street Address: Dickinson College - Landis House, 28 N College St
Agency City, State, Zip Code: Carlisle, PA 17013

Step 12: Next you will fill out information for the Child Abuse Clearance. Your name, current address, and social security number will auto-populate. You will need the following information: age, sex, date of birth, phone, country you live in, all previous names (including maiden name), previous address for the last 7 years, all household members (last, first, middle; relationship; present age) and driver’s license.

**Online forms: Student Volunteer-All Clearances**

**Pennsylvania Child Abuse History Clearance**

Volunteer Name: John Doe

Current Address: Dickinson College-HUB #, Carlisle, PA 17013

Disclosure of your Social Security Number is voluntary. It is sought under 23 PA. C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security Number to search the statewide central register to determine if you are listed as the perpetrator in an indicated or founded report of child abuse.

Social Security Number (without dashes): REQUIRED

11111111
Step 13: The next page is consent/release form for the FBI Fingerprint Clearance. Please read the form carefully and sign and date at the bottom.

Online forms: Student Volunteer-All Clearances

FBI CONSENT/RELEASE OF INFORMATION AUTHORIZATION

I, John Doe, hereby authorize the Federal Bureau of Investigation (FBI) to release my FBI Fingerprint Clearance information directly to the Center for Service, Spirituality, and Social Justice. I understand that this information is confidential in nature and will not otherwise be released by the Center for Service, Spirituality, and Social Justice without my expressed authorization or pursuant to authorization by Title 55 of the Pennsylvania. I also understand that the aforementioned information will not be released directly to me, John Doe. I understand that I will not receive a copy of my FBI Fingerprint Clearance directly from the FBI; however, I may request a copy of my FBI Fingerprint Clearance from the Center for Service, Spirituality, and Social Justice upon written request.

I have read the Consent/Release of Information Authorization and fully understand and agree to its content. I further understand and agree to all information and ramifications of the FBI Fingerprint Clearance as it otherwise relates to this consent.

Please send my clearance results to:
Agency Name: Center for Service, Spirituality, and Social Justice
Agency Street Address: Dickinson College – Landis House, 28 N. College St.
Agency City, State, Zip Code: Carlisle, PA 17013

Step 14: Next you will fill out information for the FBI Fingerprint Clearance. Your name, student ID, date of birth, social security number and email will auto-populate. You will need the following information: HUB Box #, place of birth (state of non-US country), sex, race, eye color, hair color, height, weight, country of citizenship, driver’s license (if applicable), and phone.

Online forms: Student Volunteer-All Clearances

FBI FINGERPRINT REGISTRATION

This is the information needed to register you for the FBI fingerprinting.

STUDENT NAME: REQUIRED
John Doe

STUDENT ID: REQUIRED
5555555555

Step 15: You will then see a confirmation of the information you have supplied. Please confirm that all the information you provided is correct and click submit.
Step 16: Once you click submit, you will come to the page shown below. It tells you how to register to get fingerprinted. It will be updated with dates that fingerprinting is on campus as they come up.

Online forms: Student Volunteer-All Clearances

NEXT STEPS

THANK YOU FOR REGISTERING TO VOLUNTEER AT DICKINSON!

Your web reference number is 444855

Pursuant to ACT 153, we will now request your PA Criminal Background Check and Child Abuse History Clearance to assure your eligibility to volunteer in the state of Pennsylvania.

YOU'RE NOT QUITE DONE! Please keep reading for further information about FBI Fingerprinting.

You still need to get fingerprinted. It is the final clearance required by ACT 153.

We will register you to receive an FBI Fingerprinting Clearance, but YOU will need to sign up for a time slot to have yourself fingerprinted on the dates when we have the UPS Store on campus for this purpose. It takes only 5 minutes.

The dates are:
Wednesday, September 28th from 8am to 4pm
Thursday, September 29th from 8am to 4pm

Register for Fingerprints

We will let you know any needed details, changes to these dates, or additional dates via email.

Thank you again for your interest in volunteering at Dickinson!

The Center for Service, Spirituality and Social Justice
Landis House, Dickinson College

Step 17: Click the Register for Fingerprints link that is circled above. You will come to the page below.
Step 18: Register for a time to get your fingerprints by clicking on a circle. If someone has already registered for a time, it will be greyed out, as 8am is above.

Step 19: Once you select your time, you will confirm your booking by entering your first name, last name, and email address.

Step 20: You will then come to a confirmation page. It will tell you the location for fingerprinting.
Step 21: You will also get an email from csss@dickinson.edu to confirm your booking. It includes the date, time, and location where you will get fingerprinted. Please keep this email because it has links to reschedule or cancel your booking should you need to.

![Email Example]

Step 22: Get fingerprinted on the day and time that you signed up for.

Step 23: Get an email stating that the Center for Service, Spirituality, and Social Justice has received all of your clearances and you are ready to volunteer!

Step 24: Contact that program you are interested in and let them know you’re ready to start!
INSTRUCTIONS FOR “NEED FBI FINGERPRINTS ONLY” FORM

Step 5: The page you get to after clicking into “Need FBI Fingerprint Only” will look like the page below. Click if you are ready to sign up for a volunteer program.

Online forms: Student Volunteer-FBI Only

SO YOU’RE INTERESTED IN VOLUNTEERING?

This form is designed to express your intent to participate in one or more volunteer program(s) at Dickinson this academic year.

PA Legislation

Pennsylvania legislation, Act 153, requires that all volunteers complete three clearances, including FBI Fingerprinting, before serving children or other select community members. By completing this form, you are confirming that Dickinson College has your PA Child Abuse and PA State Police Background clearances and that you need only an FBI Finger Print clearance. Dickinson College’s Center for Service, Spirituality and Social Justice (CSSSJ) will submit your information to the appropriate agency. After submitting this form, you will need to be fingerprinted during specific dates on campus. The clearances remain valid for five years, so you will only need to go through the process once at Dickinson. You may request copies of your clearances that can be presented for a summer internship, job, independent volunteering, or other opportunity that requires them.

**Please complete this online form only when you are ready to begin the process to become a Dickinson volunteer!

Begin this form »

Step 6: You will then see this come up. It will auto-populate with your name, email, and Banner ID.

Online forms: Student Volunteer-FBI Only

STUDENT VOLUNTEER OPPORTUNITIES

If you are still just looking for more information about any of the programs below, please visit the Center for Service, Spirituality, and Social Justice’s website www.dickinson.edu/service-spirituality-socialjustice or email volunteer@dickinson.edu.

**Please limit your selection to 3 programs.**

STUDENT NAME:
John Doe

EMAIL ADDRESS:
doedoe@dickinson.edu

STUDENT ID:
555555555
**Step 7:** Please select the volunteer opportunities you would like to sign up for. Please limit your selections to three and only sign up for APO if you are a current APO member or are in the process of pledging to become an APO member.

<table>
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2. The following Volunteer Programs are offered by organizations independent of the Center for Service, Spirituality, and Social Justice (CSSS), but also require background clearances. Please select the program(s) you intend to participate in:

- ☐ Circle K – International organization providing students opportunities and resources to improve their schools, communities, and themselves
- ☐ APO** – national coed service fraternity
- ☐ Phoenix – all female community service group
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- ☐ Project Storytime – aims to improve children’s literacy in the local area

Help: **(Please only select APO if you are already a member or part of the new member class. For inquiries about APO, please email aps@dickinson.edu.)**

3. To register for another Dickinson program that requires a clearance but is not listed, please indicate below:

---

**Step 8:** A page with the title below will come next. Please read the release carefully. Indicate if you are over 18 years of age and sign and date at the bottom. If you are under 18, you will be required to enter contact information for a parent or guardian so that we can get their signature on the release.

---

**Online forms: Student Volunteer-FBI Only**

**CONSENT/AUTHORIZATION TO RELEASE INFORMATION**

Please read the following carefully before signing this application:
Step 9: The next page is the volunteer confidentiality form. Please read the form carefully. Sign and date at the bottom of the form.

**Online forms: Student Volunteer-FBI Only**

**VOLUNTEER CONFIDENTIALITY POLICY**

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2. Information may be shared with other Dickinson College offices and employees in compliance with confidentiality and privacy protections provided by the Family Education Rights and Privacy Act and any other applicable federal, state, and local laws.
3. Identifying information regarding volunteers may be used in agency publication of promotional materials unless volunteer requests otherwise.
4. For purposes of program evaluation, audit, or accreditation certain outside bodies may have access to volunteer records.

1. John Doe, agree to volunteer program participation under the above conditions.

**AUTHORIZATION:**

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Step 10: The next page is consent/release form for the FBI Fingerprint Clearance. Please read the form carefully and sign and date at the bottom.

**Online forms: Student Volunteer-FBI Only**

**FBI CONSENT/RELEASE OF INFORMATION AUTHORIZATION**

FBI Fingerprint Clearance

I, John Doe, hereby authorize the Federal Bureau of Investigation (FBI) to release my FBI Fingerprint Clearance information directly to the Center for Service, Spirituality, and Social Justice. I understand that this information is confidential in nature and will not otherwise be released by the Center for Service, Spirituality, and Social Justice without my expressed authorization or pursuant to authorization by Title 55 of the Pennsylvania. I also understand that the aforementioned information will not be released directly to me, John Doe. I understand that I will not receive a copy of my FBI Fingerprint Clearance directly from the FBI; however, I may request a copy of my FBI Fingerprint Clearance from the Center for Service, Spirituality, and Social Justice upon written request.

I have read the Consent/Release of Information Authorization form and fully understand and agree to its content. I further understand and agree to all information and ramifications of the FBI Fingerprint Clearance as it otherwise relates to this consent.

Please send my clearance result(s) to:
Agency Name: Center for Service, Spirituality, and Social Justice
Agency Street Address: Dickinson College – Landis House, 28 N. College St.
Agency City, State, Zip Code: Carlisle, PA 17013
Step 11: Next you will fill out information for the FBI Fingerprint Clearance. Your name, student ID, date of birth, social security number and email will auto-populate. You will need the following information: HUB Box #, place of birth (state of non-US country), sex, race, eye color, hair color, height, weight, country of citizenship, driver’s license (if applicable), and phone.

Step 12: You will then see a confirmation of the information you have supplied. Please confirm that all the information you provided is correct and click submit.

Step 13: Once you click submit, you will come to the page shown below. It tells you how to register to get fingerprinted. It will be updated with dates that fingerprinting is on campus as they come up.
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![Image]

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![Image]

Step 19: Get fingerprinted on the day and time that you signed up for.

Step 20: Get an email stating that the Center for Service, Spirituality, and Social Justice has received all of your clearances and you are ready to volunteer!

Step 21: Contact that program you are interested in and let them know you’re ready to start!
**INSTRUCTIONS FOR “HAVE ALL MY CLEARANCES” FORM**

**Step 5:** The page you get to after clicking into “Have ALL my Clearances” will look like the page below. Click [Begin this form »](#) if you are ready to sign up for a volunteer program.

![Online forms: Student Volunteer-No Clearance Needed](#)

**Online forms: Student Volunteer-No Clearance Needed**

**SO YOU'RE INTERESTED IN VOLUNTEERING?**

This form is designed to express your intent to participate in one or more volunteer program(s) at Dickinson this academic year.

**PA Legislation**

Pennsylvania legislation, Act 153, requires that all volunteers complete three clearances, including FBI Fingerprinting, before serving children or other select community members. By completing this form, you are confirming that Dickinson College has these three clearances on file for you. The clearances remain valid for five years, so you only need to have gone through the process once at Dickinson. You may request copies of your clearances that can be presented for a summer internship, job, independent volunteering, or other opportunity that requires them.

**Please complete this online form only when you are ready to begin the process to become a Dickinson volunteer!**

**Step 6:** You will then see this come up. It will auto-populate with your name, email, and Banner ID.

![Online forms: Student Volunteer-No Clearance Needed](#)

**Online forms: Student Volunteer-No Clearance Needed**

**STUDENT VOLUNTEER POSSIBILITIES**

If you are still just looking for more information about any of the programs below, please visit the Center for Service, Spirituality, and Social Justice’s website [www.dickinson.edu/service-spirituality-socialjustice](http://www.dickinson.edu/service-spirituality-socialjustice) or email volunteer@dickinson.edu.

**Please limit your selection to 3 programs.**

**STUDENT NAME:**

John Doe

**EMAIL ADDRESS:**

doe@dickinson.edu

**STUDENT ID:**

5555555555

Center for Service, Spirituality, and Social Justice
Step 7: Please select the volunteer opportunities you would like to sign up for. Please limit your selections to three and only sign up for APO if you are a current APO member or are in the process of pledging to become an APO member.

1. Below is a listing of all the Commserv programs, or weekly community service opportunities, offered by the Center for Service, Spirituality, and Social Justice (CSSS). Please select the program(s) you intend to participate in:
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   - Big/Little – mentoring children one on one during lunch and recess (schedule at your convenience)
   - Carusle tutoring – tutoring children after school (after school hours)
   - Cares – tutoring and mentoring elementary school children
   - Dickinson Friends – mentoring special needs youth
   - Dream Catchers – mentoring middle school students with ESL backgrounds
   - ESL – teaching adults how to improve their English skills (once a week, schedule at your convenience)
   - Habitat for Humanity – helping to build affordable not for profit homes in partnership with low-income families
   - Pit – tutoring inmates of a local prison to help them obtain their GEDs (schedule at inmate’s convenience)
   - Senior companions – spending time one on one with a senior citizen at ClaraMont Nursing Home (schedule at your own convenience)

2. The following volunteer programs are offered by organizations independent of the Center for Service, Spirituality, and Social Justice (CSSS), but also require background clearances. Please select the program(s) you intend to participate in:
   - Circle K – international organization providing students opportunities and resources to improve their schools, communities, and themselves
   - Kappa – national coed service fraternity
   - Phoenix – all female community service group
   - Keystone – all male community service group
   - Dog House – aid in raising service dogs
   - Project Storytime – aims to improve children’s literacy in the local area

Help: **(Please only select APO if you are already a member or part of the new member class. For inquiries about APO, please email apo@dickinson.edu.)

3. To register for another Dickinson program that requires a clearance but is not listed, please indicate below:

Step 8: A page with the title below will come next. Please read the release carefully. Indicate if you are over 18 years of age and sign and date at the bottom. If you are under 18, you will be required to enter contact information for a parent or guardian so that we can get their signature on the release.

**Online forms: Student Volunteer-No Clearance Needed**

**CONSENT/AUTHORIZATION TO RELEASE INFORMATION**

Center for Service, Spirituality, and Social Justice
Step 9: You will then see a confirmation of the information you have supplied. Please confirm that all the information you provided is correct and click submit.

Step 10: Once you click submit, you will come to the page shown below. If you know who to contact for your program, you may contact them directly to begin volunteering. If you do not know who to contact for your program, the student leaders of the programs will be in touch with further information.

Online forms: Student Volunteer-No Clearance Needed

COMPLETED

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING AT DICKINSON!

Your web reference number is 44967

If you are new to the program(s) you have signed up for, the student leaders will be in touch with further information.

If you were volunteering with this program already, please feel free to get in touch with the student leaders directly.

Thank you again for your interest in volunteering at Dickinson!

The Center for Service, Spirituality and Social Justice
Landis House, Dickinson College

Step 11: Contact that program you are interested in and let them know you’re ready to start!