



INTERN CHECKLIST

1. Application (<http://springbrook-farm.org/volunteer/>)
2. Release Form (<http://springbrook-farm.org/volunteer/>)
3. Medical Form (<http://springbrook-farm.org/volunteer/>)
4. Resume (please send to campgeronimo@springbrook-farm.org)
5. Financial Forms- W4 Form and voided check (no deposit slips)

FINANCIAL FORMS ARE REQUIRED BEFORE YOU START

Clearance Requirements

1. PA Child Abuse (free for volunteers)
*Must be updated every 5 years
<https://www.compass.state.pa.us/cwis/public/home>

2. PA Criminal History Check (free for volunteers)

<https://epatch.state.pa.us/Home.jsp>

3. FBI Criminal History Report (Department of Human Services)

For more information:

<http://keepkidssafe.pa.gov/resources/clearances/inde>

The code for paid employees for FBI fingerprints is: **1KG738**

If you have questions about any of the information on this page, or need help filling out your applications for clearances please contact Jessica Hutton at missjessijo@gmail.com .

*If you have been a volunteer in the past and have volunteer clearances, please talk to me about using them this year.

*If getting fingerprints upon return from University, you may provide us with a printed receipt that notes your appointment time by May 15th, 2019, even if your scheduled appointment is after May 15th but before the start of camp.