



ADULT VOLUNTEER CHECKLIST

All information regarding volunteer roles and responsibilities can be found at www.springbrook-farm.org/volunteer

APPLICATIONS/FORMS REQUIREMENTS

- Volunteer Application (All volunteers; adults and minors): <https://forms.gle/FkKxYrDAWcoxut6L6>
- **Adult** Participant Waiver/Release Form (All volunteers; 18 years of age or older): <https://springbrook-farm.org/wp-content/uploads/2016/08/Waiver-Adult.docx.pdf>
- Confidentiality Form (All volunteers; adults and minors): <https://springbrook-farm.org/wp-content/uploads/2016/08/Confidentiality.pdf>
- Proof of COVID vaccination (All volunteers; adults and minors)

CLEARANCE REQUIREMENTS (AGES 18 +)

- 1) PA Child Abuse: <https://www.compass.state.pa.us/cwis/public/home> *free for volunteers; must be updated every 5 years
- 2) PA Criminal History Check: <https://epatch.state.pa.us/Home.jsp> *free for volunteers
- 3) FBI Criminal History Report (Department of Human Service) Fingerprints.
Appointments to be fingerprinted are not required, but pre-registration is required either online or by phone. To register online, please go to <http://www.identogo.com>; by telephone please call 1-844-321-2101 and listen to the options menu. **The code for volunteers for FBI fingerprints is 1KG6ZJ. The cost is \$21.85. Be sure to bring proper I.D. as specified on the link given above. *If you have **not** lived in Pennsylvania for the last 10 years, fingerprints are required. If you **have** lived in Pennsylvania for the last 10+ years, you can sign an affidavit in lieu of a FBI Criminal History Report. An affidavit form can be found here:** <http://www.springbrook-farm.org/wp-content/uploads/2019/01/Affidavit.pdf>

Completed forms can be emailed to volunteer@springbrook-farm.org or dropped off/mailed to: The Barn at Spring Brook Farm, 360 Locust Grove Rd, West Chester, PA 19382.

If you have any questions regarding the volunteer process or clearances, please contact Kelsey Fraim at kelsey.fraim@springbrook-farm.org or if you are a clinical student, please contact Raichel Barzilay at raichel.barzilay@springbrook-farm.org or call The Barn at (610)793-1037.