

All persons desiring to become an Approved Adult for Tree of Life Church should complete the following steps:

A. Application Process for an Approved Adult

1. Participate in church activities and maintain an active church participation in this congregation .
2. **Obtain a Pennsylvania State Police Criminal Record Check and Child Abuse History Clearance by applying for online clearances @ www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm and provide printouts of the clearances to the church office.** A new records check is required for all applicants and must be renewed every five years. Applicants that have clearances from another organization or institution can supply a copy of those clearances if they are less than a year old. **All employees of the church and anyone who has not lived in the state of Pennsylvania continuously for the past ten years, also need an FBI fingerprint check.**
 - a. Fees for the FBI fingerprint clearance will be paid for/reimbursed by the church unless the individual offers to cover the cost.
3. Complete the **Voluntary Disclosure Statement**
4. Sign the **Child Protection Covenant** acknowledging that the applicant has read and understood the CPP and agrees to comply with it.
5. View the **volunteer mandated reporter video** available on the church website
6. Clearances and related papers will be locked in a confidential file under the jurisdiction of the Administrative Pastor and Congregational Council President.

10/10/2015