



Lancaster County CASE Volunteer Application

Last Name: _____ First Name: _____

Address: _____

Phone: _____ Email: _____

Are you involved with any other Organization? If yes, please provide details:

How did you hear about CASE?

Media Internet Event Brochure Poster Other _____

Please indicate if you attend school (Circle One): Middle School High School College

What is the name of your school? _____

Emergency Contact Information

1) Name: _____

Relationship: _____ Phone: _____

2) Physician's Name: _____ Phone: _____

3) Allergies or Physical Limitations _____

Would you like to be included on our email list? YES or NO

Please mark your skills/areas of interests:

- | | | |
|---|---|---|
| <input type="checkbox"/> Community Events | <input type="checkbox"/> Event Coordination | <input type="checkbox"/> Working with Schools |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Art/Design | <input type="checkbox"/> Working with Area Businesses |
| <input type="checkbox"/> Public Presentations | <input type="checkbox"/> Writing | <input type="checkbox"/> Other |

-Over-

Lancaster County CASE has my permission to use my photo/image in its publications/videos: YES or NO

____ (Initial) I have read and agree to the terms of the Lancaster County CASE Guidelines.

____ (Initial) I understand that prior to volunteering I must apply for a Pennsylvania Child Abuse History Clearance and Pennsylvania Criminal Records Check. I will provide the Lancaster County Commissioners' Office with a copy of the certifications received. In addition, I must also provide Child Abuse History Clearances from all other states I've resided within the past 3 years.

Signature _____ **Date:** _____

PARENTAL CONSENT IS REQUIRED FOR VOLUNTEERS UNDER THE AGE OF 18:

I grant permission for my child _____ (Please print child's name) to volunteer with Lancaster County CASE.

Lancaster County CASE has my permission to use my child's photo/image in its publications/videos:
YES or NO

Guardian Signature _____ **Date:** _____

Please Mail or Deliver:

- Volunteer Application
- Pennsylvania Child Abuse History Clearance (Applications available at www.psp.state.pa.us or 717/783-5599)
- Pennsylvania Criminal Records Check (Applications available at www.dpw.state.pa.us or 1-800-692-7462)

To:

Lancaster County CASE
150 North Queen Street, Suite 715
Lancaster, PA 17603

A CASE Representative will contact you after receiving your paperwork. Thank you for your interest in Lancaster County C.A.S.E. and helping to protect our children and end child sexual exploitation in Lancaster County.

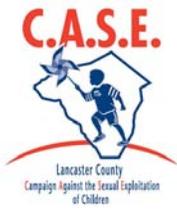
-For Official Use Only-

Pennsylvania Child abuse History Clearance Received by _____ on _____.
(Staff Name) (Date)

Criminal History Check Received by _____ on _____.
(Staff Name) (Date)



Lancaster County Board of Commissioners



Lancaster County CASE Guidelines

Leadership:

- 1) The Task force will be governed by the Lancaster County Board of Commissioners.
- 2) The Lancaster County Board of Commissioners will designate one Commissioner to Chair the committee at all times (Designated Commissioner).
- 3) The designated Commissioner may choose to designate a Co-Chairman of the committee from the public. If one is appointed, they will take on the roles and responsibilities as detailed below.
- 4) All decisions regarding Lancaster County CASE must be approved by the designated Commissioner and the Co-Chair. In the event of differing views, the designated Commissioner will have final say.
- 5) If the majority of members disagree with a decision, an appeal can be made to the Board of Commissioners for review and final determination.
- 6) If the Board of Commissioners chooses to no longer govern Lancaster County CASE, the current designated Co-Chair would be given the option of filing appropriate paperwork to create a 501(c)(3) in partnership with NCMEC's regulations and requirements. If there is not a designated Co-chair at that time, the current membership would be required to elect a chairman through majority vote. If no chairman is selected, the organization would disband.

Structure:

- 1) The designated Commissioner and Co-Chair will determine the structure of the Lancaster County CASE Task Force with regards to leadership positions, sub-committees, community committees, etc. This structure can be changed at anytime without vote.

Finances:

- 1) All finances must go through the Lancaster County Commissioners' Office.
- 2) Checks should be made payable to the County of Lancaster/CASE.
- 3) All requests for expenditures/reimbursements will need to be submitted in writing to the designated Commissioner and Co-Chair. Receipts are required for all reimbursements.
- 4) If a time comes that the Board of Commissioners chooses to no longer govern Lancaster County CASE, funds held by the Controller's Office earmarked for Lancaster County CASE will be transferred to the newly created 501(c)(3). If a 501(c)(3) is not created and Lancaster County CASE is disbanded, the Board of Commissioners will allocate the funds to a local organization with a similar mission.
- 5) No persons may collect monies on behalf of Lancaster County CASE without the approval of the designated Commissioner and Co-Chair.

Membership:

- 1) All members must be approved by the designated Commissioner and Co-Chair.
- 2) Persons who will serve on the task force must fill out a member application and submit it to the Lancaster County Board of Commissioners.
- 3) Membership decisions will be made in accordance with all applicable anti-discrimination statutes and regulations.

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Lancaster County CASE Guidelines

- 4) All interested parties must provide a copy of a current (within 1 year) Pennsylvania Child Abuse History Clearance and Criminal Record Check to the Lancaster County Commissioners' Office. These reports will be held on file in the Lancaster County Commissioners' Office and protected by all privacy rights.
- 5) If CASE becomes a 501(c)(3), the criminal background checks for all members who choose to remain a member will be passed to the elected Chairman who will be required to store them according to Pennsylvania State law. If a member decides not to continue to serve, their records would be destroyed by the Commissioners' Office.
- 6) What constitutes a "voting" member will be determined by the designated Commissioner and/or Co-Chair as part of their responsibilities in setting the leadership and committee structure for the task force. Designation as a voting member shall be tied to the task Force leadership structure, and shall only be changed in connection with a restructuring of the Task Force by the Commissioner and/or Co-Chair. This is an active Task Force so all members will be expected to participate in a capacity fitting to the expertise and/or resources they bring to the Task Force.
- 7) A member may be removed from the Task Force by the designated Commissioner and Co-Chair for any or no reason, including but not limited to, non-participation and questionable behavior.

Volunteers:

- 1) All volunteers must be approved by the designated Commissioner and Co-Chair.
- 2) All volunteers must fill out a volunteer application and submit it to the Lancaster County Commissioners' Office.
- 3) All interested parties must provide a copy of a current (within one year) Pennsylvania Child Abuse History Clearance and Criminal Record Check to the Lancaster County Commissioners' Office. These reports will be held on file in the Lancaster County Commissioners' Office and protected by all privacy rights.
- 4) If CASE becomes a 501(c)(3), the records for all members who choose to remain a volunteer will be passed to the elected Chairman who will be required to store them according to pa law. If a volunteer decides not to continue, their record would be destroyed by the Commissioners' Office.
- 5) The designated Commissioner and Co-Chair can refuse any application for any reason.
- 6) Volunteer decisions will be made in accordance with all applicable anti-discrimination statues and regulations.
- 7) Volunteers are not permitted to speak on behalf of Lancaster County CASE or represent Lancaster County CASE at any public or private venue without the consent of the designated Commissioner and Co-Chair.
- 8) All volunteers will be presented with CASE guidelines and will be required to sign an acknowledgement form before volunteering.
- 9) What constitutes an "active" volunteer will be determined by the designated Commissioner and Co-Chair on an as needed basis.
- 10) Any volunteer may be removed from the Task Force by the designated Commissioner and Co-Chair for any reason including but not limited to, non-participation and questionable behavior.

END

11/2012