

Dear Prospective Volunteer,

Thanks for your interest in volunteering at The Mix! When you volunteer with us, you become a key player in the lives of 80 to 100 Lancaster City youth ages 7 to 17. You will join a team of passionate, highly motivated staff and volunteers that encourage youth to have ideas, influence others, and become creative leaders.

The Mix offers an intentional, highly structured program that uses a combination of mentorship, daily classes and homework support, field trips, special interest clubs, and project-based learning to develop students with a wide range of interests and skills. Volunteers contribute across the board, and we are committed to matching your skills and interests with the right opportunity. That's where the application process comes in!

To be matched with a volunteer opportunity, you need to fill out and submit the online application **and** copies of your clearances. Volunteers must be 16 years of age or older, and all volunteers over the age of 18 must complete the following process. **The process could take up to two weeks to complete** but you can apply for your clearances online to expedite the process. Below are the links for requesting a Criminal Record Check, PA Child Abuse History Clearance, and the fingerprint-based Federal Criminal History background check online:

PA Criminal Record Check – <https://epatch.statpa.us>

- PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

Pennsylvania Child Abuse History Clearance – www.compass.state.pa.us/CWIS

- Contact the CWIS Support Center at 1-877-343-0494

Fingerprinting (FBI) – www.pa.cogentid.com/index_dpw.htm

- Complete if you have NOT reside in PA continuously for the past 10 years

- \$27.50 fee

Alternative to FBI Fingerprinting – Sign a Disclosure Statement

This document must be witnessed by a staff member at The Mix and can be completed on your first day

- This waiver is only available to people who have resided in PA for 10+ years

When you have completed the process, email copies of your documents to our office.

I will follow up with a brief interview—in-person or over the phone, whatever works for you—to discuss your application. Thanks again for your interest in volunteering at The Mix!

Sincerely,