

Bucks County Housing Group (BCHG) Volunteer Application Form Thank you for your interest in volunteering.

What does BCHG do?

* BCHG’s two food pantries are located in Doylestown and Penndel. During the 2022 Fiscal Year, 113,000 clients were helped at our pantries.
* BCHG operates five supportive family homeless shelter programs.
* BCHG’s community-based Bridge and Home Stabilization Programs provide rental subsidies to formerly homeless families.
* BCHG provides no-cost first-time homebuyers and foreclosure and loss mitigation counseling.

The majority of our volunteer opportunities are located at our two food pantries: BCHG Community Food Pantry at Penndel -349 Durham Road, Langhorne 19047

BCHG Community Food Pantry at Doylestown- 470 Old Dublin Pike, Doylestown 18901

Volunteers who work at our pantries directly with clients or at our Supportive Housing shelters are required by law to obtain Background Checks and Child Abuse Clearances. Page 2 of this form apprises the necessary clearances and training that must be obtained.

Please complete page 3 and 4 of this form.

When you are interviewed or before beginning volunteer work you will be asked to sign a Confidentiality and Liability agreement. If you do not need to obtain FBI fingerprints you will also need to sign a DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS required by the Child Protective Service Law.

If you have any questions please contact:

Lindsay Troyer

[ltroyer@bchg.org](mailto:ltroyer@bchg.org)

(215) 345 4311 (x101)

BACKGROUND CHECK REQUIREMENTS FOR VOLUNTEERING:

# All volunteers over the age of 18 must obtain the following clearances:

* Report of criminal history from the Pennsylvania State Police (PSP); and
* Child Abuse History Clearance from the Department of Human Services (Child Abuse).
* A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent if the volunteer has not lived continuously in Pennsylvania for the past 10 years.
* Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344. (Volunteer Act 153 form).

# Volunteers under the age of 18 volunteering with one of our children’s programs must obtain

* Report of criminal history from the Pennsylvania State Police (PSP); and
* Child Abuse History Clearance from the Department of Human Services (Child Abuse).

Beginning July 1, 2015, all volunteers are required to obtain clearances every 5 years Timeframes for renewed clearances are based upon the date of each individual clearance.

Child Abuse background check link: https[://www.c](http://www.compass.state.pa.us/cwis/public/home)omp[ass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home) PSP background check link: https://epatch.state.pa.us/Home.jsp

Information on FBI fingerprint background check link: https[://www.p](http://www.pa.cogentid.com/index_dpwNew.htm)a.c[ogentid.com/index\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm)

All Pantry and Shelter volunteers over the age of 18 are required to have 3 hours certified training on Recognizing and Reporting child abuse. The following is a link to a free online training course and meets Act 31 training requirements, as well as Act 126 requirements.

[www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu/)

Food delivery volunteers who drop off food when staff is present do not need to have this training certification.

VOLUNTEER APPLICATION:

Last Name First Name MI Current Street Address: City State County Zip Code Home Phone Cell Phone E-mail

If you are in middle school or high school please tell us:

Your School Your Grade Have you ever volunteered with BCHG? If yes, what year? Have you ever done volunteer work before? If yes, please list organizations:

1. Organization
2. Organization
3. Organization Why do you wish to volunteer at Bucks County Housing Group?

Please list any special skills:

What times best fit your schedule?

Weekdays Week evening Saturday Sunday Occasionally anytime Are you willing to attend an Orientation, Training, or webinar training?

**References:** List two people other than relatives who would be willing to serve as personal references. 1.

Name Telephone Number

Street Address City State Zip Code

E-mail Address 2.

Name Telephone Number

Street Address City State Zip Code

Emergency Contacts:

Name Phone Number Relationship

Name Phone Number Relationship

Signature of Applicant: Date

**(Applications for minors will be accepted only with a parent's signature.)**

Parent/Guardian Name (Please Print)

Signature Date