



Child Protection Requirements for Youth Leaders and Chaperones

In order to have minor children and youth participate in *YouthCon 2026* in Pennsylvania, it is important that we provide proof of the following:

- a. **Signed parent permissions** allowing others to supervise their son(s)/daughter(s) at the event
- b. **Chaperone/leader background checks** signifying our due diligence in meeting child safety laws.

While Millersville University is required to uphold the requirements set forth by the *Pennsylvania Child Protective Services Law*, we recognize that each U.S. state has its own requirements pertaining to background clearances when working with minors. **This document outlines expectations for residents of PA and adapts them for residents coming from other states to *YouthCon 2026*.**

PREPARING YOUR CHURCH'S CHILD PROTECTION DOCUMENTS FOR *YouthCon 2026*:

We are asking congregations to take responsibility for collecting and ensuring that all documents related to parent permission and child protection are completed, printed and submitted for filing at *YouthCon 2026*. If it is found that a volunteer or youth participant is missing documents, those individuals may need to sit out of *YouthCon* events until the situation can be rectified.

1. **Designate one youth leader** – One youth leader should be in charge of printing/collecting documents, carrying them on his/her person until they can be submitted to the check-in table at *YouthCon*. These documents are confidential in nature but should remain accessible in case they are requested by officials during transit to the event.
2. **Collect parent permission** - Ask parents of youth participants to complete and sign the ***Student Permission Form*** and any other applicable waiver form required to participate in *YouthCon* events.
3. **File permission forms** - Before leaving for *YouthCon*, your designated youth leader should collect paper copies of the signed permission forms and any other waivers for the youth participating from your church and **place them in a file folder labeled "permission forms."**
4. **Secure clearances** - Ask all chaperones and leaders who will be joining the youth at *YouthCon* to submit copies of clearances (see expectations on the reverse side). Volunteers may submit clearances processed within the last 5 years (prior to the June event). If new clearances are needed, see the reverse side for instructions.
5. **File clearance docs** - Before leaving for *YouthCon*, the designated youth leaders should place printed copies of all applicable clearances for each youth leader or other volunteer who will serve as a chaperone for your group at *YouthCon 2026* and **place them in a file folder labeled "clearances."**
6. **Submit two folders at check-in** - Hand both folders (permission forms and clearances) in at the check-in table upon arrival at *YouthCon 2026* where they will be filed under your church name and kept in a locked file in the *Assembly 2026* office for the duration of the event. They will be returned to the designated youth leader at check-out to carry home in case documentation is needed during transit.

HELPFUL TIPS FOR CHAPERONES NEEDING CLEARANCES:

- You may include clearances completed through your work place if they were completed within the last 5 years (prior to our June event).
- Some work locations may require other sources for clearances such as a Department of Education, Health and Human Services, etc. These are also acceptable sources for child abuse or criminal background clearances.
- Check with your church or work place to see if they might reimburse you for any costs incurred.
- Make sure to read the “exception” for FBI clearances to see if it applies to you.

CLEARANCE REQUIREMENTS FOR VOLUNTEER CHAPERONES WHO RESIDE WITHIN PENNSYLVANIA

- **Pennsylvania State Police Criminal Record Check** – “new volunteer record check” is FREE but you must download and print as results will not be mailed to you. <https://epatch.pa.gov/home>
- **Pennsylvania Department of Human Services Child Abuse Clearance** – “individual” is now FREE once every 57 months; report is mailed and can be downloaded. <https://www.compass.dhs.pa.gov/cwis>
- **FBI Criminal Background Check*** (see exception below) - cost varies depending on fingerprinting locations (usually \$23-26) and a report is sent to you digitally and by mail in a couple weeks; digital fingerprints must be made at designated locations in your State; to start the process, you must register at: <https://www.identogo.com/>

CLEARANCE REQUIRMENTS FOR VOLUNTEER CHAPERONES WHO RESIDE OUTSIDE OF PENNSYLVANIA

- **Criminal and Sex Offender Check** - Apply for a background check at **ProtectMyMinistry** <https://www.protectmyministry.com/background-checks/personal/>
(Choose Basic at \$28.95 – it will take 1-2 business days)
- **FBI Criminal Background Check*** (see exception below) - cost varies depending on fingerprinting locations (usually \$23-26) and a report is sent to you digitally and by mail in a couple weeks; digital fingerprints must be made at designated locations in your State; to start the process, you must register at: <https://www.identogo.com/>

* FBI Clearance Exception

If you are a volunteer who has resided in your state for the last 10 years, then you **do not** need to complete an FBI Background Check. Instead, read and sign the attached **FBI Clearance Waiver** and include it with your other background check(s).

ADMINISTRATION OF EVENT CLEARANCES

YouthCon 2026 is being held as a special program at LMC’s Assembly 2026. Dawn Landes, Chair of the Assembly Steering Committee, will serve as event supervisor and ensure that all confidential forms and information related to child safety are properly stored and accessible only as needed at the event. Any questions or concerns related to child protection requirements can be directed to Dawn’s attention at assembly@lmcchurches.org. Thank you for your participation and partnership in this exciting event for our churches!