

How Do I Become a Class A Special Olympics Pennsylvania (**SOPA**) Volunteer?



All Class A SOPA Volunteers must complete 2 separate clearance processes:

- The PA State Police and National Background Check,
- The PA Child Neglect/Abuse Registry Check

Note: Allow +/- 45 minutes to complete both clearances in one sitting

1.

Fill out a **volunteer application** on the Special Olympics Volunteer Registration Website.



2.

When you click 'Submit' at the bottom of your volunteer application, you will be taken to a new webpage to continue the registration process (required trainings, etc.). Download, complete and sign the **PA State Disclosure** form and upload into your SOPA profile as instructed. This PA required Disclosure Statement can also be mail, or faxed, or emailed per the instructions at the top of the form.



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NOTE: As noted on the Disclosure Statement, if you have not lived consecutively in PA for the past 10 years, an additional FBI Fingerprint Criminal History Record is required by law. Please visit **www.identogo.com** to find locations to support this requirement. Use the code: **1KG6ZJ**. Once you receive your results, please send a copy to classapavolunteerdisclosurestatement@specialolympicspa.org.



3.

Check your email for a message from TheAdvocates@SterlingVolunteers.com. This email will have a link to the Sterling Volunteers website, where you will need to complete the PA State Police and National Background check.



4.

After clicking "Submit order" on your background check in Sterling Volunteers, you will immediately be provided with a **red pre-paid authorization code** that you need to write down or save, and a link to the PA Compass website, where you will complete the PA Child Neglect/Abuse Registry Check. **Click here** for a *step-by-step user guide to completing this clearance*.



5.

Click the link to the PA Compass site to complete the PA Neglect/Abuse registry check. On the 'Application Payment' page, enter the **red pre-paid authorization code** you received from Sterling Volunteers in step 4. **If you have any questions or need assistance with completing this clearance or using your code, please contact the help desk at Verified Volunteers: SpecialOSupport@SterlingVolunteers.com or call 855-326-1860, ext. 3**



6.

When your background checks have been completed, you will receive a notification email from TheAdvocates@SterlingVolunteers.com. Throughout the process, you can confirm your status by signing into your **SOPA profile**. Please reach out to **your local program** for more information about beginning your Special Olympics of PA volunteer experience!

