

Volunteer Information

As a non-profit organization, Wolf Performing Arts Center relies on our many volunteers each year to make our programs possible! Volunteering is a great way for families and friends to get involved in the theatre process, meet new people, and connect with our Wolf PAC community!

As determined by Pennsylvania law:

“Adults applying for or holding an unpaid position as a volunteer with a child care service, a school or a program, activity or service responsible for the child’s welfare or having direct volunteer contact with children will need clearances.”

What does this mean for volunteers?

To put it simply, if you are interested in [volunteering with Wolf PAC](#) you will need to have PA state and federal clearances if your volunteer position meets the above criteria (see chart on pg. 2). These clearances are:

- **Pennsylvania Child Abuse History Clearance**
- **Pennsylvania State Criminal Record Check for Volunteers**
- ****Federal Bureau of Investigation (FBI) Criminal Background Check** (if you have resided outside the state of Pennsylvania at any point in the last 10 years)

How to obtain clearances

If you currently have any or all of these clearances, you may submit a copy to Wolf PAC prior to your volunteering. Clearances are valid for five years after the completion date.

If you need to obtain clearances or yours are out of date please follow these instructions:

1. **Pennsylvania Child Abuse History Clearance**
 - a. Visit <https://www.compass.state.pa.us/cwis/public/home> - select "**Create Individual Account**" and follow prompt
2. **Pennsylvania State Criminal Record Check for Volunteers**
 - a. Visit <https://epatch.state.pa.us/Home.jsp> - select "**New Record Check (Volunteers Only)**" and follow prompt - the fee for this clearance is waived as your status is “unpaid volunteer”

****If you have resided outside the state of Pennsylvania at any point in the last 10 years follow steps below****

3. **Federal Bureau of Investigation (FBI) Criminal Background Check** (Fingerprinting)
 - a. Visit <https://uenroll.identogo.com/> and input service code: **1KG6TR** (for Non-Public Schools)
 - b. Select the option to “**Schedule or Manage Appointment**” and follow prompt - after your personal information is filled out you will be prompted to select a location, date, and time to get your fingerprints completed in-person at a location of your choosing.
 - c. While you are waiting for the results, please send **copy of completed registration as proof** to Wolf PAC prior to volunteer time

For more information on PA volunteers please visit [Keep Kids Safe](#) and [Department of Human Services](#).

Please scan and send clearances to Tess@wolfperformingartscenter.org. Thank you!

Positions NOT needing clearances

Hospitality Committee: responsible for all things that take place in the lobby related to fall and spring productions:

- Concessions
- Ushering
- Candygrams

Scenic Committee: helps to build and paint our sets.

- Set construction
- Load-in
- Strike

Marketing and Publicity:

- Hang posters in neighborhoods
- Hand out postcards / flyers
- Solicit advertising from local business for programs

Fundraising & Events: planning, decorating, soliciting

Office Support: labeling large mailers, supplies, organizing props

Positions Needing Clearances:

Costume Committee: helps backstage before, during, and after the performances. This includes helping our performers with:

- Hair and Makeup
- Costumes
 - Fittings
 - Dressing rooms
 - Quick changes
- Microphone
 - Assisting actors with mic packs and taping mics