



Camp Tohiglo
10670 Fort Loudon Rd.
Mercersburg, PA 17236
717-328-2784

CAMP FORM 1501-NR 2023

NON-PA Resident Background Check Process

MUST BE COMPLETED EVERY 5 YEARS (60 MONTHS).

This is for **NON-PA RESIDENT volunteers ONLY** that volunteer for less than 30 days at Camp Tohiglo. PA Residents see Camp Tohiglo FORM 1501 for your process.

WHICH VOLUNTEER STAFF MUST COMPLETE THIS?

All volunteers, serving at Camp Tohiglo, who are 18 years of age or older, in direct contact with campers, must complete several background checks - outlined below. Please complete only the steps that apply to you. Please complete each step and send appropriate copies to Camp Tohiglo. Volunteers that include; Instructors, Teachers, Speakers (on-staff), Counselors, Assistant/Jr. Counselors, Deans, Nurses, and Lifeguards. Please see the Dean as to whether you must comply.

If you have completed these steps within the past 5 years (through an employer or other organization), please forward copies to the address listed below, you **DO NOT** have to complete STEP 2, however, ANY incomplete, or missing step(s) must be completed. You still **MUST** complete STEP 3 to send us your copies.

Forms to be completed under each step can be picked up at Camp, emailed to you from camp, obtained from Camp's website, or downloaded from each agency's website listed with each step.

1 I HAVE COMPLETED A NATIONAL or STATE BACKGROUND CHECK

If you have already complete a background check for your State and a National Criminal Record Check. Please send copies to Camp Tohiglo (See STEP 3). If you need a background check please proceed to STEP 2.

2 SAFE HIRING SOLUTIONS • Free -or- \$16.95 donation to the camp if you're able to help.

If you have not had a background check completed for your State and a National Criminal Record Check, you **MUST** file these checks through Safe Hiring Solutions, Complete an online form process at:

https://safehiringsolutions.secure-screening.net/escreeing/OApp_LoginEntrance.asp?mode=direct&code=003589

or print the SAFE HIRING FCRA VOLUNTEER FORM. After you receive your completed reports, please send copies to Camp Tohiglo. See STEP 3.

Note: When using the online process, under "Position", please select "VOLUNTEER" during the first screen of the form.

3 FINISHED REPORT COPIES

Please make a copy of the reports you receive and send, deliver, or email to Camp Tohiglo (volunteer@camptohiglo.org).

Mail to:

Camp Tohiglo
Attn: Secretary Only
10670 Fort Loudon Rd.
Mercersburg, PA 17236

QUESTIONS?

Please call Allen Walck at 717-816-5411 or by email at volunteer@camptohiglo.org if you have any questions.