



### **Youth Program Facilitator Information**

Thank you for your interest in volunteering as a youth program facilitator.

Our youth programs could not happen with the team of facilitators. This team is comprised of all types of people - members of the World Affairs Council, present and retired teachers, participants from our cultural diplomacy professional development program, and other interested individuals.

Facilitators serve as the 'adult in the room' in support of the student Committee Co-Chairs. Our Committee Co-Chairs are college students who typically have interned with the Youth Program team during the school year or who have served as mentors to student Youth Program participants from underserved secondary schools—the Committee Co-Chairs lead each classroom's activities while Facilitators play an observational and supporting role.

Facilitators typically are paired: two facilitators per classroom. Facilitators observe students in their assigned room, confer with each other on how well student delegates lead their team and work cooperatively, and nominate outstanding student delegates for program awards presented at the closing plenary.

For more information about the World Affairs Council's youth simulation programming, please visit this [link](#).

#### **Required items:**

- As part of Pennsylvania state requirements, facilitators must obtain the following clearances:
  - PA Child Abuse History Clearance
  - PA State Criminal Record Check (PATCH)
  - FBI Background Check with Fingerprinting OR Request for Waiver of FBI History Check
- Due to the paperwork required by the state, there is a **hard deadline of Wednesday, October 15**.

#### **Once you have completed your clearances, please submit them:**

- For high school programs: **Geoff Quinn**, Director of Education, High School
  - [gquinn@wacphila.org](mailto:gquinn@wacphila.org) or +1 267-802-1225
- For middle school programs, **Kate Whitman Kamara**, Director of Education, Middle School
  - [kkamara@wacphila.org](mailto:kkamara@wacphila.org) or +1 267-802-1230

Sincerely,

Kristin Hutchinson  
Vice President of Education

**<https://wacphila.org/volunteer/>**

<https://www.compass.dhs.pa.gov/CWIS/Public/Home>

### **Child Abuse Clearance: Step by Step Instructions**

1. Create individual account

(If account is already created, start with step "l".)

- a. Select 'Create'
- b. Next page, Hit 'Next'
- c. Next page
  - i. Create and type a 6-10-character Keystone ID
  - ii. Complete all info requested on page
  - iii. Select 'Finish'
- d. This will prompt you to check your e-mail for a temporary password. You will have two e-mails, one confirming your Keystone ID and one with a temporary. Copy the temporary password and click on the bold underlined letters that say 'Child Welfare Portal'
- e. Once back on site, select 'Individual Login'
- f. Next page, select 'Access my Clearances'
- g. Next page, scroll down and select 'Continue' in the bottom right in the blue bar
- h. Next page, type in your Keystone ID and paste your temporary password.
- i. Next page, select and enter a permanent password (following the requirements as noted on the site). Re-enter password. Select 'Submit'
- j. Next page, you will see a Congratulations message, select 'Close Window'.
- k. Go back to site (yes, again!)

(If using a previous login, start here.)

- l. Select 'Individual Login'
- m. Next page, select 'Access my Clearances'
- n. Next page, scroll down and select 'Continue' in the bottom right in the blue bar
- o. Next page, type in your Keystone ID and password.
- p. Next page, review Terms and Conditions, and then select the circle next to 'I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions.' Then select 'Next' in bottom right corner
- q. Next page, review information, and then select 'Continue' in the bottom right corner, blue bar.
- r. Next page, select 'Create Clearance Application'

(If a previous clearance exists, select "Re-Submit" to populate the form with your previous information. You will be able to edit each section to update information.)
- s. Next page, review information, gather any information you will need, and when ready, select 'Begin' in the bottom right corner.
- t. Next page, under Application Purpose, you will select the first option, 'Volunteer Having Contact with Child...'
  - i. Two boxes will pop up:
    1. Under Volunteer Category, select 'Other' from the drop down
    2. Under Agency Name, type 'World Affairs Council of Philadelphia'
  - ii. Scroll down to bottom right corner and select 'next'
- u. Next page, follow prompts to fill-in all information requested, and then select 'Next'

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- v. Next page, follow prompts to add-in all previous names/aliases as requested, and then select 'Next'
- w. Next page, follow prompts to add-in all previous address information as requested, and then select 'Next'
  - i. County is only selectable for Pennsylvania. If you are in another state, there is no need to select county.
- x. Next page, follow prompts to add-in all past Household Member information as requested, and then select 'Next'
- y. Next page, review all information, make edits if necessary. Once confirmed and completed, select 'Next'
- z. Next page, select box for 'eSignature' and type in name in the Signature box and then select 'Next'
  - i. Name should only be your first and last name, don't include middle
- aa. Next page, select no for Applicant Payment—if you do not have a preexisting volunteer clearance form, the fee should be waived
  - i. Select 'Submit Application'
- bb. Success!

Your PA Child Abuse History Clearance is valid for five (5) years.

If you have any questions at any point in the process, please reach out:

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<https://epatch.pa.gov/home>

### **Criminal Record Check: Step by Step Instructions**

1. Select 'New Volunteer Record Check'
2. Next page
  - a. Review the terms & conditions
  - b. Check the box in the 'Volunteer Acknowledgement Section'
  - c. Select 'Accept'
3. Next page
  - a. For Volunteer Organization Name, type 'World Affairs Council of Philadelphia'
  - b. For Volunteer Organization Phone Number, type '215-561-4700'
  - c. Fill out your personal information
4. Next page, review your personal information, then select 'Proceed'
5. Next page, enter information on the individual you would like to perform a background check on—in this case, yourself
  - a. Select 'Submit This Request'
6. Success!

Your PA State Criminal Record Check (PATCH) is valid for five (5) years.

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<https://uenroll.identogo.com/>

**If you have lived in Pennsylvania for the past ten (10) years or longer, this clearance is not required. Please fill out this [request to waive the FBI criminal history record check](#).**

### **FBI Fingerprinting: Step by Step Instructions**

1. Enter your service code to get started: type code "1KG6XN"
  - a. This indicates that you are being fingerprinted for volunteering in the Pennsylvania Department of Education.
2. Next page, select "Schedule or Manage an Appointment"
3. Next page, pre-enroll by filling out your information
4. Next page, schedule an appointment to be fingerprinted at one of the Identogo sites.
  - a. You can find a list of fingerprinting locations in the city here:  
<https://www.identogo.com/locations>
5. Fingerprinting costs \$22.95 (*as of September 2025*). For your appointment, make sure to bring necessary identification to confirm your identity, plus a form of payment
  - a. Identogo locations accept business checks, money orders, or credit cards

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