

**Carlisle United Methodist Church
Safe Sanctuaries Policy and Procedures
For the Protection of Children, Youth and Vulnerable Adults**

Preamble:

Jesus loves children. He told His disciples: "Let the children come to me." (Luke 18:16) He wanted them to share in His ministry. At Carlisle United Methodist Church, we want children and youth to share in Jesus' mission for us and in our Church mission, which is "invite all to become disciples of Jesus Christ serving Carlisle and beyond". As Joy Melton expressed in her book, *Safe Sanctuaries*, "Today the church may be the only place where some children find the unconditional love and care they so desperately need to grow, to thrive and to become faithful people. As Christians, we must take our responsibilities to our children very seriously, always attending to their spiritual growth and nurturing."

Purpose:

Our purpose for establishing this policy is to demonstrate our commitment to the physical and emotional safety, and spiritual growth of all children, youth and all adult workers and volunteers while in the building or on the grounds of Carlisle United Methodist Church or while participating or serving in an off-site event or trip sponsored by Carlisle United Methodist Church.

Pledge:

We promise to follow reasonable safety measures in the use of our property and equipment, and in the selection and recruitment of workers. We will educate our workers and volunteers on our church methods and policies including first aid care and all requirements under the laws of the Commonwealth of Pennsylvania. Church-sponsored or affiliated organizations such as the Boy Scouts, Girl Scouts, and Upward Sports Program as well as independent agencies using our space will be required to abide by the Carlisle United Methodist Church Safe Sanctuaries Policy while they are using our facilities.

We pledge:

- 1) that every Sunday School classroom, the nursery or any other place where children and youth gather for a church-sponsored activity or event will have adult supervision. No church-sponsored child or youth event or activity will ever be unsupervised.
- 2) that each room or space in the church where children are being cared for will be monitored by at least two adults. If activities take place outdoors or away from church property, the staff person in charge will take appropriate measures to make sure that the children are properly supervised.
- 3) that we will require clearances every five years for church employees and volunteers to ensure that no adult convicted of child abuse (physical, sexual, emotional, neglect, or ritual) or a crime listed in Section 6344 of the PA Child Protective Services Law and/or against whom a substantiated and/or founded report of child abuse has been filed with the Pennsylvania Department of Human Services or whose name appears on Megan's List, shall not be permitted to work in any CUMC-sponsored activity or program for children or vulnerable adults.

4) that, while any adult volunteer, who has met the screening requirements, but has not been a member or attender of Carlisle United Methodist Church for at least six (6) months may volunteer with a program or event, they will not count towards the mandatory 2 adults supervision.

5) that volunteers and staff persons will be at least 18 years of age and at least five (5) years older than the children/youth with whom they are working.

6) that we will provide, and require adult volunteers and church employees to participate in training and educational events to keep them informed of church policies and state laws regarding work with children.

7) that we will require employees and volunteers to report suspected cases of child abuse to Pennsylvania Childline and Abuse Registry, the Cumberland County Children and Youth Agency and the Lead Pastor.

8) that all staff persons and adult volunteers who work with children and youth at Carlisle United Methodist Church sign the Safe Sanctuary Covenant Agreement.

Definitions:

“Adult” means a person over 18 years of age.

“Child” or “children” means any person(s) under the age of 18.

“Child abuse” as defined under Pennsylvania’s Child Protective Services Law means any of the following:

(i) Any recent act or failure to act by a perpetrator that causes non-accidental serious physical injury to a child under 18 years of age.

(ii) An act or failure to act by a perpetrator that causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.

(iii) Any recent act, failure to act or series of acts or failures to act by a perpetrator that creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.

(iv) Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child’s life or development or impairs the child’s functioning. No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child’s welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

“Children’s activities” mean any activity or program in which the children are under supervision of staff persons or volunteers.

“Staff person” means any person employed by Carlisle United Methodist Church.

“Volunteer” means a person 18 years of age or older who assists with the care, supervision, guidance or control of children or who routinely interacts with children as a part of a church activity under the supervision of staff.

“Vulnerable adult” means any person over 18 years of age with diagnosed diminished physical, mental, or emotional capacities.

“We” or “church” means the Carlisle United Methodist Church.

Screening Procedure for CUMC Staff and Volunteers:

1) Staff persons: All staff persons shall be required to complete and provide:

- Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Human Services
- Pennsylvania State Police Criminal Record Check
- FBI Criminal History Report – this step requires fingerprints
- Signed Participation Covenant Agreement (Appendix I)

2) Volunteers: All volunteers who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children and vulnerable adults, shall be required to complete and provide:

- Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Public Welfare
- Pennsylvania State Police Criminal Record Check
- FBI Criminal History Report – this step requires finger prints. If a volunteer has lived in the state of Pennsylvania consecutively for the last 10 years, a notarized affidavit is acceptable. See Appendix VI.
- Signed Participation Covenant Agreement (Appendix I)
- Complete online training regarding mandated reporting

All volunteers and staff persons who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children and vulnerable adults shall be required to demonstrate an active relationship with Carlisle United Methodist Church for at least 6 months prior to serving in a supervisory or lead role in children or youth activities. If an individual’s active relationship with CUMC is less 6 months, but they have been screened and trained, they may volunteer with a program or event, but they will not count towards the mandatory 2 adults supervision.

In the case of new staff hires, references deemed adequate by the Lead Pastor will replace the six-month waiting period.

Background checks must be repeated every five (5) years.

All volunteers and staff persons must be at least five (5) years older than the children/youth with whom they are working.

The PA State Criminal Background Check and the Pennsylvania Child Abuse History Clearance are free for volunteers. If a volunteer must complete the FBI Fingerprinting, the church will reimburse the half

amount if a receipt and report is provided. For employees, the entire cost for the clearances and the FBI fingerprinting will be borne by CUMC.

Copies of clearances obtained within the past five years from other sources (employment, volunteering at a local school, etc.) will be accepted.

CUMC shall maintain copies of the required information and require the individual to produce the required documents prior to employment or acceptance to serve in any such capacity, except provisional employees for limited periods as described in the law.

All information obtained will be kept confidential. Paper copies will be kept in a locked file on the premises.

Other Groups Using CUMC Facilities:

All volunteers who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children, youth and vulnerable adults while assisting with Boy Scouts, Girl Scouts, Upward Sports Program as well as independent groups' activities in Carlisle United Methodist Church will be required to complete and provide to the local leaders:

- Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Public Welfare
- Pennsylvania State Police Criminal Record Check
- FBI Criminal History Report – this step requires finger prints (or notarized affidavit if a volunteer has lived in the state of Pennsylvania consecutively for the last 10 years *See Appendix VI.*

These groups shall be required to complete and provide Carlisle United Methodist Church with a signed Safe Sanctuaries Covenant Agreement for Outside Groups (Appendix IV). They shall also develop policies that are consistent with the requirements of the Carlisle United Methodist Church Safe Sanctuaries Policy.

Supervision:

In order to provide a safe haven and not jeopardize our ministries, the following procedures are required.

1. These policy and procedures shall be periodically reviewed with all volunteers and staff personnel working with children, youth and vulnerable adults.
2. Minimum supervisory standards will include the "two-adult rule". The two-adult rule requires that no matter the size of the group, there will always be two unrelated adults present. An adult "roamer", who moves in and out of rooms shall only be used in the event of an emergency. No person shall supervise an age group unless he/she is at least five years older than the children with whom he/she is working.
3. Each room or space where children are being cared for will have a window in the door or the door will be left open. All activities should occur in open view. Should the children's activity be an outdoor program or occur in a setting which makes it difficult to comply with this Policy, the staff person in charge of the activity shall take appropriate measures to make sure that the setting suits the activity, and the children are properly supervised.

4. Advance notice must be given to parents/guardians prior to all activities that take place away from Carlisle United Methodist Church. Permission slips must be completed by parents/guardians prior to departure for travel that will exceed four (4) hours or a radius of 30 miles from Carlisle United Methodist Church.

5. Scouting activities that take place away from Carlisle United Methodist Church are expected to comply with their own rules and regulations. We will not be held liable for any activities that take place elsewhere.

On-Line and Social Media

Online communication is a critical tool for the ministry for staff, members and friends of Carlisle United Methodist Church. The constant evolution of ways to communicate, post, update and share information also provides areas of concern for our ministries with children and youth.

We must assume anything and everything put online is public information. Best practices for using online communication and technologies must be considered at all times. This is not an exhaustive list, but guidelines while protecting our children, youth, and families.

- Obtain written parental/guardian permission in advance to:
 - Communicate via email, Facebook, Instagram etc. with children/youth
 - For posting photos of children and youth in church events/activities
 - For using photos of children and youth in church publications and publicity
- Protect confidential information at all times – which includes email messages, photos, etc.
- Invite and involve parents to have full access to all emails, online groups, and areas when communicating with youth and/or children.
- Monitor the social media sites of the church regularly. If a comment made by a staff, member or friend is concerning, talk to your supervisor immediately.

Remember that there are always consequences to what you send, post and publish. If you're about to send or publish something that makes you even the slightest bit uncomfortable, review the suggestions below. If you're still unsure, and it is related to Church business, contact your supervisor immediately.

“Dos” and “Don’ts” of Social Media Usage.

Social Media “Dos” – Be Polite, Be Courteous, Be Helpful, Be Conversational, Be Intelligent, Be Transparent

Social Media “Don’ts” – Share Secrets, Curse, Bad mouth others, Act Disrespectfully, Defame

Reporting Suspected Child Abuse:

When an incident of child abuse occurs or allegation of an incident within the church or at a church event off-premise is made or an employee or volunteer otherwise has reasonable cause to suspect child abuse, it is crucial that it be dealt with speedily and in a clearly outlined manner.

1. If a staff person or volunteer has reasonable cause to suspect, based upon their training and experience, that a child is a victim of child abuse, the staff person or volunteer **shall immediately**

contact the Pennsylvania Childline and Abuse Registry (1-800-932-0313). Initial reports can also be filled via the website: www.compass.state.pa.us/cwis

2. This includes situations where:

- a. A staff person or volunteer comes into contact with a child that has been abused:
- b. An individual makes a specific disclosure to a staff person or volunteer that an identifiable child is the victim of child abuse; or
- c. An individual 14 years of age or older makes a specific disclosure to you that he/she has committed child abuse.

3. A volunteer may ask an appropriate staff member to be present while the call is placed, however, the volunteer is legally responsible for contacting Childline by telephone. Staff members may not influence the decision as to whether or not the incident should be reported, but may help in providing the name, address, and family information of the alleged victim.

4. The person reporting the suspected child abuse must fill out form PA CY47 to be sent in to the Cumberland County Children and Youth Services within 48 hours of the oral report to Childline. The staff member may assist in this step if the volunteer desires.

- a. Forms are available in the Safe Sanctuaries binder located in the church office and the nursery office.
- b. The volunteer should make 2 copies: one for their personal records and one for the lead pastor. The original should be sent to Cumberland County Children and Youth Services.

5. After a report is made, the volunteer shall notify the staff person in charge of the activity if he or she has not already done so.

6. The staff person in charge of the activity will immediately notify the Lead Pastor or Associate Pastor.

Any incidences involving Boy Scouts, Girl Scouts, Upwards Sports Program or an outside group using the church facility, must, in addition to the statutorily-required reporting, be reported to the Lead Pastor. Individuals under investigation will be required to refrain from all child related activities until the incident report is resolved. If the removal of any person from an activity is required, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.

Reporting Suspected Abuse of a Vulnerable Adult:

1. The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported shall report the incident immediately to the staff person in charge of the activity.

2. The staff person in charge of the activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his or her address and family information.

3. The staff person in charge of the activity will immediately notify the Lead Pastor or Associate Pastor.

4. The pastor will contact the appropriate agencies and complete any necessary paperwork.

Response Plan:

A quick, compassionate and unified response to an alleged incident of child abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in an activity, the entire staff of that activity shall be at the service of all official investigating agencies.

1. Do not confront the accused abuser with anger and hostility. Treat him/her with dignity, but immediately remove him/her from further involvement with children or youth.

2. Immediately report the incident of alleged abuse to the **Pennsylvania Childline and Abuse Registry**, staff person in charge of the activity and the pastors.

3. When the suspected source of the abuse is a staff person or volunteer, the pastor will notify the parents of the victim, and take any necessary steps to assure the child's safety until parents arrive. The safety of the victim must be the church's primary concern.

4. The Lead Pastor will notify United Methodist Conference authorities, the church's insurance agent, and the church's attorney.

5. The Media Director of the Central Pennsylvania Conference or his/her designee, is the only person/s authorized to make statements to representatives of the media. All requests for statements should be directed to the Lead Pastor. Except as directed above, the reporting employee or volunteer should not share with any other person information regarding the alleged child abuse. Under no circumstances should an employee or volunteer make any public statements about the report, as this may give rise to a defamation claim.

6. In the event neither pastor is available, or the allegation involves any clergy of this congregation, the District Superintendent will be notified immediately. The District Superintendent will fulfill the Lead Pastor's responsibilities.

7. All scout volunteers are requested to comply with state law and the scouting regulations for reporting and handling of incidences.

Leadership Council

Updated November 9, 2015

**Appendix I
Participation Covenant Agreement**

Carlisle United Methodist Church's purpose for establishing this Agreement is to help the Church and all our volunteers and employees demonstrate our commitment to the physical and emotional safety, and spiritual growth of our children, youth and all adult workers and volunteers. By signing this agreement, our Church pledges its endorsement and support of **you** in our common endeavor to keep our children safe.

As a volunteer or church employee, I promise or affirm:

- 1) that I am over 18 years of age.
- 2) that I am willing to submit to Criminal and Abuse Background checks.
- 3) that I will never leave children unsupervised in the room where I am leading or helping with a church-sponsored activity or event.
- 4) that I have been a member of, or regular attender of, Carlisle United Methodist Church for at least six (6) months OR I am volunteering with this program, but realize I cannot be one of the two adults in charge until after six (6) months.
- 5) that I will immediately report any suspected cases of child abuse in accordance with the requirements of law and the Carlisle United Methodist Safe Sanctuaries Policy.
- 6) that I will attend church-sponsored training and educational events provided to keep church volunteers informed of church policies and state laws regarding work with children.
- 7) that the information I have provided on this form is true and correct. I authorize Carlisle United Methodist Church and the Susquehanna Conference to verify the information I have provided on this form by conducting a criminal records check or by other means, including contacting others.
- 8) that if I am arrested for, or convicted of, a criminal offense that would constitute grounds for denying my participation in a program, activity or service,, or if I am named as a perpetrator in a founded or indicated report, I will provide the lead pastor of CUMC with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the statewide database. I understand that if I fail to disclose this information as required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.
- 9) that I will abide by and be bound by the policies of Carlisle United Methodist Church and to refrain from inappropriate conduct in the performance of my duties on behalf of the church.
- 10) that I have read this agreement and the Carlisle United Methodist Church Safe Sanctuaries policy, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Name (print) _____

Signature _____ Date _____

Witness _____ Date _____

Appendix II
Additional Guidelines for Youth Groups

“Check in, Check out”

At each youth event, an adult will be assigned to operate a check in, check out process to ensure an accurate attendance record. Upon arrival, each youth will need to “check in” with this adult and notify him/her of:

1. an early departure
2. if pickup will occur at a place other than the designated location for the event.

“Buddy System”

A “Buddy System” will be established at the discretion of the event group leader. When the leadership enacts the system, youth who find it necessary to leave the primary location of the event, the youth and his/her buddy will notify the assigned adult leader. The leader must monitor their departure and return. In this case, the adult must call the parent or guardian to confirm.

Appendix III Travel Precautions

Preparation for travel to events not on Carlisle United Methodist Church property:

- Advance notice must be given to parents/guardians prior to the event.
- A means of communication between vehicles must be made available (e.g. cell phones, CB radios, etc.)
- Permission slips must be completed by parents/guardians prior to departure if travel will exceed four (4) hours or a radius of 30 miles from Carlisle United Methodist Church. Participation in the event will be denied if permission slips are not completed.

General Guidelines:

- It is strongly recommended that all vehicles travel in a “convoy” for the duration of the event.
- A ratio of at least one (1) adult for every five (5) youth is recommended. A minimum of one (1) adult for every ten (10) youth will be maintained).
- The “Buddy System” should be observed for all travel.

Transporting Children and Youth:

Persons operating motor vehicles transporting children and youth must:

- Be at least 22 years old *
- Have a valid Pennsylvania driver’s license
- Provide proof of insurance
- Be willing to submit to a Driver’s License Check for convictions or driving under the influence of alcohol or other controlled substances.
- Vehicles used to transport children/youth must have a current Pennsylvania registration and inspection. They must have sufficient seat belt restraints for each passenger.

* It is understood that youth who accompany a youth driver to an event, may be transported by that same youth provided parental/guardian permission is given.

Overnight Travel:

- Where overnight travel involves male and female group members, at least one (1) adult of each sex shall accompany the group.
- At no time will an adult share a bed with a child or youth. (Family relationship excepted).
- In dormitory or camp settings, adults should position themselves where group member movements may be monitored.
- Rooms and campsites should be in the same general area.

**Appendix IV
Safe Sanctuary Covenant Agreement
for Outside Groups**

Carlisle United Methodist Church's purpose for establishing this Agreement with you is to help the church, all church-sponsored and church-affiliated organizations and other organizations using the Carlisle United Methodist Church building or grounds demonstrate our commitment to the physical and emotional safety, and spiritual growth of our children, youth and all adult workers and volunteers. By signing this agreement, you pledge your support of our common endeavor to keep our children and youth safe.

On behalf of the organization named below, I promise and affirm:

1. that we shall require all organization employees and volunteers, who accept responsibility for a child, or have direct contact with children, in the church building to complete and provide to us every 3 years:
 - a. Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Public Welfare; and
 - b. Pennsylvania State Police Criminal Record Check; and
 - c. FBI Criminal History Report – this step requires finger prints. If a volunteer has lived in the state of Pennsylvania consecutively for the last 10 years a notarized affidavit is acceptable. See Appendix VII.
2. that we will maintain a file of all clearances provided under No. 1 above.
3. that we will require employees and volunteers to immediately report any suspected cases of child abuse in accordance with the requirements of law.
4. that we will report any behavior seen as abusive or inappropriate to the Lead Pastor of Carlisle United Methodist Church.
5. that we will never leave children unsupervised in the room where we are leading or helping with an activity or event.
6. that we will provide Carlisle United Methodist Church with a copy of our written policy that incorporates the assurances provided above.

Organization Name (print) _____

Name of Individual (print) _____

Signature _____ Date _____

Witness _____ Date _____

Appendix V
Carlisle United Methodist Church
Report of Suspected Violation of Safe Sanctuary Policy and/or Child Abuse

Name of person observing or receiving information on suspected violation

Name of victim:

Age of victim: _____

Observer's Statement:

Name of person accused of violation:

Date and Time reported to Lead Pastor:

What was said to Lead Pastor:

Signature of person filling out form: _____

Signature of Lead Pastor: _____

Date: _____

To be filled out by Lead Pastor:

Date and Time parent/guardian called:

Who spoken with and what was said:

Date and time called law enforcement:

Who spoken with and what was said:

Date and time called law Children and Youth _____

Who spoken with and what was said:

Other Contacts and/or information:

Note: A copy of this form will be sent to the District Superintendent of the Harrisburg District of the Susquehanna Conference of the United Methodist Church.

Appendix VI
Carlisle United Methodist Church
Childline Report Checklist

The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported is **responsible for making an accurate and timely report**. This checklist is to be completed and turned into the Lead Pastor along with a copy of the report.

- ☐ Ensure the safety of the children and other adults before leaving to make a report.
- ☐ The individual making the report shall obtain as much information about the alleged victim as possible (i.e. full name, address, family information, etc.). In the case of a volunteer acting as the reporter, a staff member may assist in providing this information.
- ☐ The individual reporting shall call the Pennsylvania Childline and Abuse Registry (1-800-932-0313) or enter information online: www.compass.state.pa.us/cwis
- ☐ The individual shall complete form PA CY47. The Childline operator may have this completed while the reporter is still on the phone. Forms PA CY47 are located in the Safe Sanctuaries Binders in the Office and Nursery.
- ☐ Make 2 copies of form PA CY47. One copy is for the reporter's personal records. The other shall be provided to the Lead Pastor.
- ☐ Send the original of form PA CY47 to the Pennsylvania Childline and Abuse Registry as noted on the form.
- ☐ Give a copy of this checklist and form PA CY47 to Lead Pastor.
- ☐ The Lead Pastor will submit Report of Suspected Violation of Safe Sanctuary Policy (Appendix V) to the District Superintendent.

The individual should not share with any other person information regarding the alleged child abuse. **Under no circumstances should the individual make any public statements about the report, as this could give rise to a defamation claim.**

Reporter's name: _____

Reporter's Signature: _____

Date: _____

**Appendix VII
AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA

) ss:

COUNTY OF CUMBERLAND

_____ [Print full name here] swears and affirms
as follows:

1. I wish to serve as a volunteer for Carlisle United Methodist Church (“CUMC”).
2. I am submitting this Affidavit to CUMC in accordance with the provisions of Section 6344.2(B.1) of the Pennsylvania Child Protective Services Law, 23 Pa.C.S.A. Section 6301 et seq.
3. I understand that CUMC will be relying on my statements in this Affidavit for the purpose of determining whether I may serve as a volunteer for the church.
4. I have been a Pennsylvania resident during the entirety of the ten-year period immediately preceding today’s date.
5. I am not disqualified from service as a volunteer pursuant to Section 6344(C) of the Pennsylvania Child Protective Services Law, in that:
 - A. I have never been convicted of any of the following criminal offenses under the Pennsylvania Crimes Code, 18 Pa.C.S.A. Section 101 et seq.:
 - i. Chapter 25 (relating to criminal homicide);
 - ii. Section 2702 (relating to aggravated assault);
 - iii. Section 2709.1 (relating to stalking);
 - iv. Section 2901 (relating to kidnapping);
 - v. Section 2902 (relating to unlawful restraint);
 - vi. Section 3121 (relating to rape);
 - vii. Section 3122.1 (relating to statutory sexual assault);
 - viii. Section 3123 (relating to involuntary deviate sexual intercourse);
 - ix. Section 3124.1 (relating to sexual assault);
 - x. Section 3125 (relating to aggravated indecent assault);
 - xi. Section 3126 (relating to indecent assault);
 - xii. Section 3127 (relating to indecent exposure);
 - xiii. Section 4302 (relating to incest);
 - xiv. Section 4303 (relating to concealing death of child);
 - xv. Section 4304 (relating to endangering welfare of children);
 - xvi. Section 4305 (relating to dealing in infant children);
 - xvii. A felony offense under section 5902(b) (relating to prostitution and related offenses);
 - xviii. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);
 - xix. Section 6301 (relating to corruption of minors);
 - xx. Section 6312 (relating to sexual abuse of children); or
 - xxi. The attempt, solicitation or conspiracy to commit any of the foregoing criminal offenses.

B. I have never been convicted of a criminal offense similar in nature to the criminal offenses listed in A. above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania.

C. I have not been convicted of a felony offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et seq., during the entirety of the five-year period immediately preceding today's date.

[Sign here in the presence of a notary public]

[Print full name here]

Sworn to and subscribed
before me this ___ day of
_____, 201_.

Notary Public
My Commission Expires