Welcome! We are so glad you want to serve with us. We know that getting cleared to serve can be a little daunting. But... if you follow along with the deadlines below, you'll be on track to serve with your group in the first week of service!

**ROADMAP TO RUIBAL: Getting Cleared to Serve**

**START**

1. **RUIBAL APPLICATION**
   - Complete the RUIBAL Application! This will give us your availability and allow us to send you detailed info regarding how to complete and upload the clearances.
   - **COMPLETE BY**
     - Find the application online or at the involvement fair and complete by Sept 1st

2. **FBI CLEARANCE**
   - The FBI clearance has 2 parts. Part 1 is an online registration. Part 2 is getting fingerprinted at Garey Hall on campus. Results may take up to 4 weeks to be received (they are sent in the physical mail).
   - **COMPLETE BY**
     - Part 1 (Online): Sept. 5th
     - Part 2 (In Person): Sept. 9th

3. **PA CHILD ABUSE CLEARANCE**
   - The child abuse clearance is completed online, but results may take up to 14 days to be emailed to you.
   - **COMPLETE BY**
     - Submit the online form no later than Sept. 13th

4. **PATCH CLEARANCE**
   - This clearance is provided to you as a PDF and comes instantaneously upon completion! Woohoo!
   - **COMPLETE BY**
     - Submit the online form no later than Sept. 16th

5. **SAFE ENVIRONMENT TRAINING**
   - This training lasts ~ 3 hours and is hosted in person at Villanova. There are two dates to pick from. Mark your calendars now!
   - **COMPLETE BY**
     - Choose one date:
       - SAT Sept. 17th (Morning)
       - WED Sept. 21st (Evening)

6. **YOUTH PROTECTION TRAINING**
   - You've made it to the easiest clearance! We will complete this sheet TOGETHER at RUIBAL orientation...
   - **COMPLETE BY**
     - Will happen at orientation on Sept. 19th.

7. **RUIBAL FALL ORIENTATION**
   - At orientation, you'll meet your leaders and fellow volunteers, while also learning about the logistics of service and what it means to be involved in the RUIBAL program.
   - **ORIENTATION IS THE EVENING OF MONDAY SEPTEMBER 19TH**

8. **FIRST DAY OF SERVICE (& MORE)**
   - Begin weekly service with your group and be on the lookout for other important components of RUIBAL to come: Social Justice Forums and RUI-Bonding Events!!
   - **FIRST DAY OF SERVICE: SEPTEMBER 22ND**
Clearances FAQ

**THIS IS A LOT OF CLEARANCES. WHY SHOULD I DO THEM ALL NOW?**
This list of clearances is not RUJBAL-specific. You will have to complete many of these clearances if you plan on doing ANY service involving minors during your time at Villanova. By completing them for RUJBAL, you are setting yourself up for success in the future when other service opportunities come along!

**I STILL FEEL LOST. IS THERE ANYONE WHO CAN HELP ME WITH THIS?**
The RUJBAL team will be happy to help you get through the clearance process as efficiently as possible. We will be holding a "Clearance Open House" where volunteers can drop in with their laptop for help. We are planning to have this on September 6th in the afternoon. Keep an eye out for more info! You can also email the RUJBAL team or reach out to your sophomore leaders with specific questions.

**WHERE DO I UPLOAD MY COMPLETED CLEARANCES?**
All volunteers who complete the RUJBAL application will receive a personalized URL from minorprograms@villanova.edu. This link is specific to you and will provide a place to upload each clearance, as well as indicate your clearance status. If you did not receive a link, you may email us to request one.

**WHAT INFORMATION DO I NEED FOR THE CLEARANCE PROCESS?**
Volunteers should receive a comprehensive packet with a step-by-step guide to completing each clearance, including what is required for each one. It is a good idea to have your drivers license, home/campus addresses, and basic personal information on hand before starting the clearance process.

**IS IT WORTH IT?**
YES. YES. YES. First-year students consistently say that serving with RUJBAL is one of the most impactful and enjoyable parts of their semester. By completing the clearance process, you not only get to jump right into weekly service, but also become part of a larger community. RUJBAL hosts Social Justice Forums and RUI-Bonding events multiple times a semester. Get those clearances done and get hyped!

**WHAT IF I'VE MISSED THE DEADLINES LISTED?**
You can still participate! You just might not be able to start on the first week of service. Therefore, we HIGHLY encourage you to complete everything ASAP so that you can start serving as soon as possible!

**CONTACT INFO:**

@email RUIBAL@VILLANOVA.EDU
@instagram @VILLANOVARUIBAL