

# **Volunteer Information Packet**

## **Volunteer Clearance Checklist**

*Documents in **bold** are attached to this packet.*

- \_\_\_\_\_ 1. Read the **Volunteer Policy Letter** and **Board Volunteer Policy**.
- \_\_\_\_\_ 2. Print, read and sign the **Volunteer Affirmation**.
- \_\_\_\_\_ 3. Apply for the Pennsylvania Act 34 State Police Criminal Record Check (online - FREE)
- \_\_\_\_\_ 4. If you answer NO to the following 3 questions, print, read and sign the **Volunteer Affidavit**:
  - *Have you lived in Pennsylvania for less than 10 continuous years?*
  - *Will you be attending a school trip lasting 3 or more days?*
  - *Are you applying for a paid position?*

If you answer YES to either of these questions, you must apply for a Federal Criminal History Background Check – Act 114. The cost is \$27 and includes fingerprinting.

- \_\_\_\_\_ 5. Apply for the Pennsylvania Act 151 Child Abuse History Clearance (online - FREE)
- \_\_\_\_\_ 6. If your volunteer work involves more than 10 hours a week in direct contact with children, you must obtain a tuberculosis test from your physician or qualified clinic.
- \_\_\_\_\_ 7. Provide documentation of applicable clearances and tests to the school office where you will be volunteering.

Links to the web sites for the Act 34 State Police Criminal Check, the Act 114 Federal Criminal History Check and the Act 151 Child Abuse History Clearance can be found on the District web site,

[www.neshaminy.org](http://www.neshaminy.org)

Please contact your school office staff with any questions or concerns.



Dear Neshaminy parents, guardians and community members,

The Administration and Staff of the Neshaminy School District recognize that as a volunteer you make a valuable contribution to our educational program. We appreciate your support and commitment as a volunteer.

While acknowledging the tremendous support that you offer to students and staff, the School District recognizes the need to take steps to ensure the safety of each Neshaminy student. If you will be left alone with students or if you elect to participate in a school sponsored overnight trip, you will need the following clearances: Act 24 (Arrest/Conviction Report and Certification), Act 34 (Pennsylvania State Police Criminal Record Check) and Act 151 (Pennsylvania Child Abuse History Clearance).

For extended trips of more than three days, or if you have lived outside the Commonwealth of Pennsylvania in the last 10 years, you will also be required to obtain Act 114 (Federal Criminal History Background Checks / FBI fingerprinting). Volunteers who are not required to obtain the FBI Clearance because they have been continuous residents of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

These clearances can be completed online through links found on the District web site, [www.neshaminy.org](http://www.neshaminy.org). Paper copies will also be available at each school office. Act 34 and Act 151 clearances are now free for school volunteers.

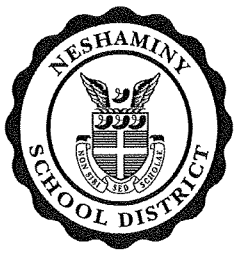
You are **also** required to submit a tuberculosis examination if your volunteer work involves ten or more hours per week in which you have direct contact with children. The cost of the examination and clearances will be at your own expense.

Please note that our Volunteer Policy is in no way a reflection on any individual and is not meant to question your integrity or dedication to our students.

We look forward to your continuing service as a volunteer. Your involvement enriches the lives of our students in many different ways.

Sincerely,

Neshaminy School District



SECTION: 1002

TITLE: Volunteers

# NESHAMINY SCHOOL DISTRICT

1	<b>PURPOSE</b>	The Neshaminy School District recognizes that volunteers can make valuable	1
2		contributions to the school district. The Board encourages the use of	2
3		volunteers, subject to the guidelines set forth in this policy. This policy is	3
4		established to formalize Board practices and to provide measures for a safe	4
5		environment for all employees and students.	5
6	<b>DEFINITIONS</b>	Volunteer - An individual in an unpaid position with a program, activity or	6
7		service who is individually responsible for the welfare of one or more children	7
8		or has direct contact with children.	8
9			9
10	<b>POLICY</b>	The building principal authorizes the selection and use of parents/guardians,	10
11		community members, and others, as volunteers to assist and supplement	11
12		regular school district staff. The principal will provide a policy letter to each	12
13		volunteer and obtain an affirmation form to be completed by the volunteer.	13
14		Under no circumstances shall a volunteer be considered an employee of the	14
15		district. A volunteer shall receive no wages or other valuable consideration for	15
16		the performance of volunteer services. The volunteer position is not a right,	16
17		but a privilege that is conferred by the Board. Any such volunteer position	17
18		may be eliminated at any time for any reason or no reason.	18
19			19
20		The Board has established the following guidelines with regard to volunteers:	20
21		• The building principal or designee shall assume general authority and	21
22		responsibility over all volunteers serving at that site. A record of their	22
23		names and a brief description of the service performed shall be	23
24		maintained at the building level.	24
25		• Volunteers may undertake activities such as, but not limited to those	25
26		listed below, provided that such activities are under the direction of	26
27		school district staff, and do not conflict with any provisions of policies	27
28		or procedures of the school district.	28
29		○ Tutoring	29
30		○ Assisting in supervising students	30
31		○ Preparing instructional materials	31
32		○ Clerical assistance	32
33			33
34			34
35			35

Policy 1002 (continued)

- Clearances:
  - Volunteers shall be required to have clearances.
  - The above aforementioned volunteers shall comply with the Child Protective Services law requirements and procedures as follows: Pennsylvania and Federal criminal history check and Pennsylvania Child Abuse history clearance. If the volunteer has continuously maintained residency in this State for the last ten years, the volunteer is excused from obtaining a Federal criminal history check if the attached sworn affirmation statement is completed.
  - Clearances shall be at the volunteer's expense. In cases of need, the expense for clearances may be considered for reimbursement by the building principal. Clearances shall be renewed every 36 months.
- Volunteers are required to submit to a tuberculosis examination if the volunteer work may involve ten or more hours per week in direct contact with children. The cost of the examination shall be at the volunteer's expense.
- Volunteers shall not administer or enforce discipline upon students.
- Except in cases of emergency, volunteers shall not administer first aid or medicine to students.
- Except as specifically authorized by the building administrator on a case-by-case basis, volunteers shall not operate any motor vehicles owned by the school district, nor shall they transport students as part of any school district program or activity.
- All volunteers shall maintain confidentiality in working with students, staff, and all privileged information in the school.

**ATTACHMENTS**

DH/sab

Approved: 5/2014

Rev/App: 6/2015

Volunteer Affirmation Form

Volunteer Letter from Building Principal, Revised June 2015

PDE-6004 Arrest/Conviction Report and Certification Form

Volunteer Affidavit

# VOLUNTEER AFFIRMATION

I \_\_\_\_\_ agree to serve as a volunteer in the Neshaminy School District ("District"). I affirm that I have read the attached Board Policy and agree to follow with guidelines as set forth therein.

I understand that the administrator, teacher, or supervisor who is employed by the District who is overseeing my volunteer activity is the decision maker, and I will respect his or her authority. When working with students, chaperoning field trips or school activities, I will report to the person of authority all incidents of inappropriate behavior or any hazardous situations that I witness.

I understand that as a volunteer I will be viewed as a representative of the School Board and Administration. I will conduct myself in a professional manner and will maintain a professional relationship with students.

I agree to respect the privacy and anonymity of each child by maintaining the confidentiality of any information that I receive while serving as a volunteer.

I agree to report all incidents of suspected child abuse to the teacher or supervisor in charge of my volunteer activities.

I assume responsibility for being familiar with and following Board Policies and Administrative Procedures that are brought to my attention.

As a measure to ensure the safety of Neshaminy students and staff members, I understand that all volunteers who are not within visible and/ or voice contact of another staff employee would be required to have clearances.

As a volunteer, I am required to receive tuberculosis screening if my volunteer work may involve ten or more hours per week in direct contact with children. I understand I must be documented free from tuberculosis before serving as a volunteer.

\_\_\_\_\_  
Volunteer's signature

\_\_\_\_\_  
Date

NESHAMINY SCHOOL DISTRICT

VOLUNTEER AFFIDAVIT

Dated: \_\_\_\_\_

The undersigned, being duly sworn according to law herein swears and/or affirms that I have been a continuous resident of the Commonwealth of Pennsylvania for a period of at least ten (10) years prior to the date that I executed this Affidavit. Furthermore, I swear and/or affirm that I am not disqualified from serving as a volunteer for the Neshaminy School District pursuant to §6344(c) of the Pennsylvania Child Protective Services Law, in that I am not named in a statewide data base as the perpetrator of a founded report related to sexual misconduct at any time preceding the date of the execution of this Affidavit.

Furthermore, I hereby swear and/or affirm that I have not been convicted of one or more of the following offenses or an equivalent crime under federal law or the law of another State or the District of Columbia:

1. Chapter 25 (relating to criminal homicide).
2. Section 2702 (relating to aggravated assault).
3. Section 2709.1 (relating to stalking).
4. Section 2901 (relating to kidnapping).
5. Section 2902 (relating to unlawful restraint).
6. Section 3121 (relating to rape).
7. Section 3122.1 (relating to statutory sexual assault).
8. Section 3123 (relating to involuntary deviate sexual intercourse).
9. Section 3124 .1 (relating to sexual assault).
10. Section 3125 (relating to aggravated indecent assault).
11. Section 3126 (relating to indecent assault).
12. Section 3127 (relating to indecent exposure).
13. Section 4302 (relating to incest).
14. Section 4303 (relating to concealing death of child).
15. Section 4304 (relating to endangering welfare of children).
16. Section 4305 (relating to dealing in infant children).
17. A felony offense under section 5902(b) (relating to prostitution and related offenses).
18. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
19. Section 6301 (relating to corruption of minors).
20. Section 6312 (relating to sexual abuse of children).
21. The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.
22. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act.

I understand that the execution of this Affidavit will only obviate the necessity of securing a federal criminal records check from the FBI and that there is still the requirement to secure a report of criminal history information from the Pennsylvania State Police, a certification from the Department of Public Human Services that the applicant is not named in the statewide database as the perpetrator of a founded report or an indicated report, and is not the subject of a pending child abuse investigation.

I verify that the facts and statements contained in this Volunteer Affidavit are true and correct to the best of my knowledge, information and belief. I understand that any false statements herein are made subject to the penalties of 18 Pa. C.S.A. Section 4903, relating to false swearing in official matters.

Witness:

\_\_\_\_\_

Signature

Print Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: