



### Volunteer Procedures Checklist

**Volunteer:** Use this checklist to help you complete the volunteer process.

- Read District Volunteer Information Sheet
- Read Volunteer Clearances Instructions and Procedures. Apply and obtain clearances.
- Complete BASD School District Volunteer Statement, if applicable
- Keep Legal Mandate Reporting by Volunteer form for your records.
- Complete BASD Volunteer Application Vital Statistics Information Form
- Return a copy of all clearance results, completed Volunteer Statement (if applicable), completed Volunteer Application and Vital Statistics Information Form to school office or designee.

**Bethlehem Area School District  
Bethlehem, Pennsylvania**

**District Volunteer Information Sheet**

**Bethlehem Area School District (the “District”)** recognizes and appreciates the tireless efforts of the many dedicated volunteers and school helpers (“Volunteers”) who selflessly work for the betterment of the District and the benefit of the students it serves. The District welcomes and encourages Volunteers in its schools and classrooms. Nonetheless, necessary precautions must be undertaken by District administrators to keep students and staff members safe. The following sets forth the District requirements and procedures regarding District Volunteers.

**(1) Volunteer Application Vital Statistics Information Form**

Each Volunteer must complete the attached Volunteer Application Vital Statistics Information form and submit the completed form, with the required background clearances, to the relevant building principal.

**(2) General**

Volunteer Defined. For purposes of this memorandum, a District Volunteer is defined as any nonstudent individual who, through the course of their volunteer position, is either responsible for the welfare of a child or has direct contact with children. The definition of direct contact with children is the care, supervision, guidance or control of children or routine interaction with children. The definition of “Volunteer” includes *but is not limited to* school helpers, chaperones of field trips (whether day or overnight), trips taken by athletic teams, school bands, and overnight world language trips.

Oversight by Building Principal.

No person may volunteer at the District without the provision of all necessary documentation regarding legally required clearances. Volunteers must schedule all volunteer services through the relevant building principal and/or through his or her designee. The school office shall maintain a list and file of all current volunteers which shall include: Vital Statistics Information Form, clearance certificate(s), photo ID and negative tuberculin skin test results/statement.

**(3) Volunteer Rules**

- a) Volunteers are required to follow all applicable Board policies, including those prohibiting smoking, alcohol consumption, inappropriate language, etc. Failure to do so may result in a prohibition from future volunteer service. Board policies are available at [http://members.psba.org/districts\\_policies/b/53/index.asp](http://members.psba.org/districts_policies/b/53/index.asp).
- b) Volunteers must be eighteen (18) years of age or older or must be accompanied by a responsible adult. The building principal will verify the identity of any person desiring to serve as a Volunteer. This verification process shall include, but may not be limited to, the individual presenting a valid Pennsylvania driver’s license or other valid photo identification.
- c) Volunteers must have their own transportation and may not utilize school-sponsored transportation unless the Volunteer is specifically designated to serve as a school bus chaperone.
- d) Volunteers are prohibited from bringing children not formally enrolled in the District onto District property when providing volunteer/assistance services.
- e) Volunteers are required to adhere to all applicable laws and regulations, including ensuring appropriate accommodation of students with disabilities as per specific directive by the relevant building principal.
- f) In the event that a Volunteer does not feel comfortable with an assigned duty, it is the responsibility of the Volunteer to notify the relevant building principal as soon as possible so that the Volunteer may be reassigned.

- g) Volunteers serving during the school day may not be disruptive of the educational process.
- h) The District reserves the right to prohibit a Volunteer from working with students or at school-sponsored events where there is reason to suspect that the Volunteer may pose a risk of harm to the students or themselves or for other legitimate reason.
- i) The District is able and willing to accommodate Volunteers with disabilities and/or special needs. Volunteers requiring accommodations should contact the relevant building principal.
- j) The District's selection and/or designation of Volunteers shall not be discriminatory based upon gender, color, race, creed, nationality, religion, sexual preference, or disability.

**(4) Clearances**

All Volunteers are required by law to have all necessary clearances as outlined in the **Volunteer Clearances-Instructions and Procedures** included with this packet.

**(5) Megan's Law**

In order to clear a volunteer as not being a registered sex offender, a volunteer's name will be processed through Pennsylvania State Megan's Law website.

**(6) Tuberculin Testing**

For public health reasons, the law prohibits any individual with any form of tuberculosis in a transmissible stage from working in schools with students. TB testing is required for volunteers who spend more than (10) hours per week in direct contact with students. It is not required yearly. Once completed, the TB test is valid for as long as the person continues to volunteer – whether at the same or a different school and from one school year to the next. All Volunteers must submit either proof of a negative tuberculin skin test **or** a statement from a medical provider that the person is free of or considered low-risk for communicable tuberculosis. Tuberculosis screenings may be administered without cost to the Volunteer by any of the District's certified school nurses. Personnel in the school's office can notify you who to contact for the testing.

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Volunteer Background Check (Clearances) – Instructions and Procedures**  
**(Effective 7/25/15)**

**Governor Wolf recently signed Act 153 of 2015 into law, which created changes for Volunteer background checks (clearances).**

**What has changed?**

- **Renewal of clearances is now required every 5 years.**
- **There is no cost for PA Criminal and PA Child Abuse clearances.**

All school volunteers who, through the course of their volunteer position, are responsible for the welfare of a child or have direct contact with children, are required to obtain and renew the following background checks:

- Pennsylvania Criminal Background Check
- Pennsylvania Child Abuse Clearance
- FBI Criminal Background Check if the volunteer *has not* lived inside the Commonwealth of Pennsylvania within the past ten (10) years.
- A Volunteer is exempt from the FBI Criminal Background Check if the volunteer meets the following requirements:
  1. The prospective volunteer has been a Pennsylvania resident for the past ten (10) years; and
  2. The prospective volunteer affirms, in writing, that he/she is not disqualified from service under the Pennsylvania Child Protective Services Law and/or has not been convicted of an offense similar in nature to the crimes listed under the Pennsylvania Child Protective Services Law. ***This is done by completing the Bethlehem Area School District Volunteer Statement attached.***

**When do volunteers need to have their clearances?**

All volunteers must have their clearances before starting any volunteer activity.

**How often must I renew my clearances?**

It is the responsibility of the volunteer to get their clearances renewed every 5 years. Volunteers are responsible for keeping track of when it is time to reapply for renewal of their clearances.

**What is the cost of clearances?**

- PA State Police Clearance: FREE\*
- PA Child Abuse Clearance: FREE\*
- FBI Fingerprint Clearance: \$28.75

\* The website for these clearances should indicate “free” when you apply as a volunteer. The “Free” clearances are for volunteer positions only and cannot be used for employment purposes.

## **Who pays for the cost of the FBI Fingerprint clearance?**

Each volunteer is responsible for paying the cost if the FBI clearance is needed.

## **How does a volunteer apply for clearances?**

All clearances can be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. Website addresses for background clearances:

PA State Police Clearance: <https://epatch.state.pa.us/Home.jsp>

PA Child Abuse Clearance: <https://www.compass.state.pa.us/cwis/public/home>

FBI Fingerprints Clearance: [https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm)

## **Helpful Tips:**

- *When completing the clearance applications, the process may indicate a social security number is optional. If you choose not to provide a social security number, please be aware it will take longer for your results to be completed.*
- *For the PA Child Abuse Clearance, you will be asked for a Keystone ID#. The Keystone ID is a number you must create. It must be 6-10 characters in length and must include one (1) capital and one (1) number*
- *Step-by-Step on-line application instructions are included in this packet for PA Child Abuse and PA State Criminal Checks.*

## **How Does A Volunteer Receive the Clearance Results?**

PA State Police Clearance: After completing the on-line application, the results are ready almost immediately, and you will be able to print them out. If they are not ready, visit the site daily to check for your results in order to print them out.

(Note: You will not receive the results through regular mail unless you have applied through a paper process.)

PA Child Abuse Clearance: After completing the on-line application, you will receive an email indicating your results are ready. Log-in using the same password you created when applying. You will be able to access and printout the results.

(Note: You will only receive the results through regular mail if you request the results to be mailed to you or you apply through a paper process.)

FBI Fingerprint Clearance, if needed: After you are fingerprinted at the UPS store, you will be asked if you want to pay \$1.00 for a receipt confirming you were fingerprinted. You want to get the receipt because it has a number on it that allows Human Resources to access and print out the results. Only Human Resources can access the official results of the FBI Fingerprint Clearance. Each school will

work with BASD's Human Resources Department to obtain the results. You can provide the receipt directly to the BASD Human Resources Department or the school where you are volunteering.

(Note: You will receive an "Unofficial" copy of the results in the mail. The school where you are volunteering cannot accept this copy. It is for your records only.)

**Is a volunteer required to apply for clearances on-line?**

No, volunteers are not required to apply on-line.

A paper submission can be made for the Pennsylvania State Criminal Background Check and Pennsylvania Child Abuse History Clearance. Please call Human Resources at 610-861-0500, x60239 for the forms. You can also go to the BASD website, go to "Human Resources" and click on "How to Apply" to obtain the forms.

For the FBI Clearance, you may call Cogent at 1-888-439-2486 from 8 a.m. – 6 p.m. Monday through Friday to register. When prompted, select Pennsylvania Department of Education.

**Where do I submit my clearance results?**

When you have **all** of the required clearances, they are to be given to the principal or administrator at the location you will be volunteering along with the completed Volunteer Application. A copy will be made of the clearances, and you will receive your originals back. Keep them in a safe place for future use, if needed.

**What should I do if I have children in different schools, and I want to volunteer at each school?**

You are to complete the Volunteer Application form and the BASD Volunteer Statement for each school. You must also provide that school with your clearances.

**If a volunteer has questions about the process or how to submit clearance results, who should the volunteer contact?**

Call Mary Beth Duchesneau in Human Resources at 610-861-0500, ext. 60239

## STEP-BY-STEP INSTRUCTIONS

### PA CHILD ABUSE CLEARANCE

1. Visit <https://www.compass.state.pa.us/cwis/public/home>
2. Click Create Individual account – click next
3. Create Keystone ID
  - Fill in info
  - Select 3 security questions
  - Answer there question @ bottom
  - Finish
4. You will receive an email with your temporary password
5. Close browser – log into website again
6. Select Individual login
7. Access my clearances – continue
8. Login – it will prompt you to change your password
9. Close browser after changing password. Now login again with new password.
10. Accept terms & conditions – click next
11. Click continue
12. Create Clearance App
13. Begin
14. Application purpose – select 1<sup>st</sup> option
15. Volunteer category – other- enter Governor Wolf Elementary School
16. Application info: add maiden name (if applicable), social, contact info
17. Address – enter all previous addresses since 1975.
18. Add household members – enter everyone you have lived with since 1975.
19. Summary page – review it for accuracy
20. Esignature
21. You will receive an email with ID number. Results within 14 days. You will receive an email when your report is ready to view.

### PA STATE POLICE CLEARANCE

1. Visit <https://epatch.state.pa.us/Home.jsp>
2. Select New Record Check (**Volunteers Only**)
3. Click acknowledgement section – accept
4. Enter volunteer organization name (Governor Wolf Elementary School) & phone number (610.867.8191)  
Name, address, email, phone
5. Verify info – proceed
6. Request form
7. Click finished
8. On review screen – hit submit
9. Click Control Number
10. View report & Print out

## Bethlehem Area School District Volunteer Statement

Applicant Full Name: *(please print)* \_\_\_\_\_

I understand that, as a volunteer working with children/youth within the school district, I am required to complete a PA Criminal Records check and a PA Child Abuse clearance, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years. I further understand that these clearances need to be renewed every 36 months, and that I will not be permitted to serve as a volunteer in direct contact with children without valid clearances.

I hereby affirm that I am not disqualified from being approved for volunteer service and that none of the disqualifying circumstances on the reverse side of this form applies to me.

### **PLEASE PLACE YOUR INITIALS IN THE BOX NEXT TO EACH OF THE FOLLOWING AFFIRMATIONS:**

I have never been convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses) **or convicted of an equivalent crime 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 this Commonwealth.**

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1)(ii) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)

I have never been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding volunteer service or request to be considered for volunteer service.

I have never been convicted of the attempt, solicitation or conspiracy to commit any of the offenses set forth above.

I have never been identified as a perpetrator of child abuse in a founded report by a local, county or state child welfare agency.

I understand that I am required by law to notify the District in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), please remove and keep the attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

I affirm I understand the contents of this statement and am signing it freely and voluntarily.

### **CHECK ONE:**

  

- I have been a resident of PA for the last 10 years
- I have not been a resident of PA for the last 10 years

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



# Legal Mandate Requiring Reporting by Volunteers and Substantiated Child Abuse

## **Applicant/Volunteer: PLEASE DETACH AND KEEP THIS NOTICE**

District volunteers are required by law to notify the District in writing within 72 hours if they are arrested or convicted of a criminal offense involving child abuse or if I am named as a perpetrator of an indicated or founded child abuse report. This includes any and all of the following:

- Conviction of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses) **or convicted of an equivalent crime 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 this Commonwealth.**
  - Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of children)
  - Section 4305 (relating to dealing in infant children).
  - A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301(a)(1)(ii) (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
- Conviction of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding volunteer service or request to be considered for volunteer service.
- Conviction of the attempt, solicitation or conspiracy to commit any of the offenses set forth above.
- Identification as a perpetrator of child abuse in a founded report by a local, county or state child welfare agency.



# School Volunteer Clearance Checklist

## Bethlehem Area School District use only:

*This is to be completed by School Office Representative upon receipt of required clearances.*

Applicant Name: \_\_\_\_\_

### Pennsylvania State Police Criminal History (Required prior to volunteer service)

Copy on File?  Yes  No

Location: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Renewal Required On: \_\_\_\_\_

### PA Department of Human Services Child Abuse Clearance (Required prior to volunteer service)

Copy on File?  Yes  No

Location: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Renewal Required On: \_\_\_\_\_

### FBI Criminal History Record

*(Not required for volunteers who have been PA residents for past 10 years)*

Copy on File?  Yes  No

Location: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Renewal Required On: \_\_\_\_\_

### **CLEARANCES RECEIVED/REVEIVED BY:**

Name (Print): \_\_\_\_\_ Date of Review: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

### **VOLUNTEER APPROVAL:**

Is this individual approved as a District Volunteer?

Yes  No

Approval Expiration/Renewal Required on:

\_\_\_\_\_  
*Note: This date should reflect the date that the oldest of the above-referenced clearances reached 60 months. Approval may be withdrawn prior to this date at the District's discretion or where required by law.*