



TULPEHOCKEN AREA SCHOOL DISTRICT

Expect. Believe. Achieve.

Volunteer Checklist

Thank you for taking the time to apply to volunteer with Tulpehocken Area School District. When you have completed the required documents, please forward them to the appropriate building secretary. Below is a check list of the documents necessary to request board approval. Please make sure you have everything needed or it will delay the approval process. Please contact your building secretary with any questions.

- ☐ Application
- ☐ PA Child Abuse Clearance*
- ☐ PA Criminal Background (State Police Clearance)*
- ☐ Arrest/Conviction Report and Certification Form
- ☐ Act 153 Volunteer Affidavit *Please note, this affidavit can be used in place of the FBI fingerprints if you've lived in the Commonwealth of Pennsylvania for 10 or more years.*
- ☐ FBI Fingerprint* *If living in the Commonwealth of Pennsylvania less than 10 years.*
- ☐ Volunteer Program Procedure on Confidentiality
- ☐ Volunteer Program Policy and Procedure Acknowledgment
- ☐ All documents are signed where appropriate

* Please see attached instructions for processing clearances.

Thank you, again, for your interest.



Volunteer Application

Please include a copy of your valid driver's license or state ID card.
Your application will be returned if proper ID is not provided.

School site(s) where you wish to volunteer: _____

Full Name: _____ Female ☐ Male ☐
First Name Middle Name (Required) Last Name

Date of Birth: _____ Place of birth: _____

Address: _____ City, State _____ Zip: _____

Phone (home): _____ Cell: _____ E-mail Address: _____

Valid Driver's License #: _____ State of Valid Driver's License: _____

Tulpehocken School District Employee: Yes ☐ No ☐ Employee ID Number and Work Assignment: _____

Do you have children in the Tulpehocken School District? Yes ☐ No ☐ If so, please list:

<u>Student Name</u>	<u>School</u>	<u>Grade/Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

At any time in your life, have you ever been convicted of a crime*? Yes ☐ No ☐

* If so, briefly explain including the date and court involved: _____

I am interested in: Athletics ☐ Coaching ☐ Field Trips ☐ Classroom ☐ School Events ☐

Other areas of interest: _____

In case of emergency notify: Name: _____ Phone #: _____

Signature: _____ Date: _____

District Approval: _____ Date: _____

Tulpehocken Area School District Volunteer Program Policy and Procedure Acknowledgment

Tulpehocken Area School District operates the Volunteer Program to promote parent and community involvement in its schools. Following is a list of policies and procedures for volunteers:

1. Volunteers shall submit completed required clearances prior to placement. (see separate instructions)
2. Volunteers must report all suspected child abuse immediately. Volunteers are considered "Mandated Reporters" of child abuse. (see separate brochure)
3. Volunteers may never use any form of physical punishment, including spanking, shaking, biting back, hair pulling, etc. All discipline issues should be addressed with a professional staff member and/or the building Principal. Volunteers shall not withhold or use food or drink as a means of discipline.
4. At no time shall any children be left unsupervised indoors or out
5. Volunteers shall be under the direct supervision of Tulpehocken Area School District staff at all times.
6. Volunteers shall not lift or assist in lifting children.
7. Volunteers must be drug and alcohol free at all times when caring for children.
8. Volunteers may not smoke or possess tobacco on school property.
9. Volunteers shall maintain a professional attitude especially in communications with children, parents, and staff. Language should be positive and free of offensive words.
10. All volunteers shall have background checks. TB test must be completed prior to placement for all who volunteer more than 10 hours a week.
11. Volunteers shall complete Emergency Information Forms prior to placement.
12. Questions or concerns with the above statements/policies should be discussed with the building principal.

Any violation of this policy will be considered grounds for terminating the volunteer placement.

I acknowledge that I will comply with the above policies and procedures and have received a copy of the Tulpehocken Volunteer Handbook.

Signature:

Date:

Printed Name:

**TULPEHOCKEN AREA SCHOOL DISTRICT
VOLUNTEER PROGRAM
PROCEDURE ON CONFIDENTIALITY**

All information regarding children and their families served by the Tulpehocken Area School District Volunteer Program is confidential. Information may only be released when permitted by law or when there is a signed Release of Information form.

All of our children and their families have a right to their privacy and volunteers are expected to respect this right. Discussion or other sharing of information about children and their families with agencies or individuals outside of the Tulpehocken Area School District is prohibited. (Do not include identifying information in any written records kept or experience summaries prepared as a result of the volunteer placement.) Information may be shared internally with other staff when there is a need to know.

Procedural safeguards according to the standards and regulations are clear as to the process involved in the release of information. The Tulpehocken Volunteer Program adheres to the intent of the safeguards and bases its practices on them.

Media inquiries should be referred to the Superintendent.

All volunteers of the Tulpehocken Volunteer Program are expected to review this statement and indicate by their signature that they agree to maintain the confidentiality of all information relating to children and their families served by this program. Violation of this policy may result in termination of your volunteer placement.

Volunteer Signature

Date

Volunteer Printed Name

Tulpehocken Area School District

Act 153 Volunteer Affidavit

I attest to the following statements in lieu of obtaining the FBI clearance as allowed by Act 153 of 2014 for volunteers:

1. I am applying for a volunteer position with the Tulpehocken Area School District.
2. I have been a resident of the Commonwealth of Pennsylvania for the entirety of the ten (10) year period immediately preceding the date of this Affidavit.
3. I am not disqualified from service as a volunteer as a result of a conviction of one or more of the following offenses listed under Title 18 of the Pennsylvania crimes code, or the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide (Chapter 25)
 - b. Aggravated assault (Section 2702)
 - c. Stalking (Section 2709.1)
 - d. Kidnapping (Section 2901)
 - e. Unlawful restraint (Section 2902)
 - f. Rape (Section 3121)
 - g. Statutory sexual assault (Section 3122.1)
 - h. Involuntary deviate sexual intercourse (Section 3123)
 - i. Sexual assault (Section 3124.1)
 - j. Aggravated indecent assault (Section 3125)
 - k. Indecent assault (Section 3126)
 - l. Indecent Exposure (Section 3127)
 - m. Incest (Section 4302)
 - n. Concealing death of a child (Section 4303)
 - o. Endangering Welfare of Children (Section 4304)
 - p. Dealing in infant children (Section 4305)
 - q. Felonies related to prostitution (Section 5902 (b))
 - r. Obscene and other sexual materials/performances (Section 5903(c))
 - s. Corruption of minors (Section 6301)
 - t. Sexual abuse of children (Section 6312)
 - u. Felony violation of The Controlled Substance, Drug, Device and Cosmetic Act during the five (5) year period immediately preceding the date of this Affidavit (35 P.S. § 780-101 et seq.)
4. I have not been convicted of an offense similar in nature to those offenses listed in Paragraph 2 herein 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.

I hereby affirm that the information in this affidavit is true and correct to the best of my knowledge and belief and that the signature is being made subject to 18 Pa.C.S.A. § 4903 relating to crimes for false sworn statements which is a misdemeanor of the third degree punishable by up to one year imprisonment.

Date

Affiant Printed Name

Affiant Signature

Date

Witness Printed Name

Witness Signature

ARREST/CONVICTION REPORT AND CERTIFICATION FORM

(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by
which you have
been identified: _____

Section 2. Arrest or Conviction

- ☐ By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- ☐ By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

- ☐ By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- ☐ By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ 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 2910 (relating to luring a child into a motor vehicle or structure) ▪ 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 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ 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) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

Tulpehocken Area School District
Human Resources
27 Rehrersburg Road
Bethel, PA 19507
Phone (717) 933-4611 Ext. 1005
Fax (717) 933-9724
swessner@tulpehocken.org

State Mandated Clearance Requirements - Volunteers

Clearance	Fee	Process
Child Abuse Clearance	FREE	<p><u>Online Request</u> – Preferred Method</p> <ol style="list-style-type: none">1. The Pennsylvania Department of Human Services has established a web-based computer system for the processing of child abuse history clearances. Please note that this system has been experiencing errors due to the volume of users utilizing the site. If you receive any errors, please try again or proceed to the paper form submission process.2. Click the “PA Child Abuse History Report Website” link, click create Individual account button and click the blue “Next” button.3. Enter all of the requested information in order to create a Keystone ID and then click the blue “Finish” button.4. Go to the email account used to setup your Keystone ID and open the email from the Commonwealth of Pennsylvania with the temporary password (you will receive two emails).5. Copy your temporary password and click on the “Child Welfare Portal” link in the email message.6. Click on “Individual Login”.7. Click on “ACCESS MY CLEARANCES” on the Pennsylvania Child Welfare Information Solution website.8. Scroll to the bottom of the next page and click “CONTINUE”.9. Enter your Keystone ID and your temporary password on the next page and click “LOGIN”. You will be prompted to select a permanent password. Create your password and the system will automatically log you out of the program. Log back in using your Keystone ID and your new password.10. Read the “My Child Welfare Account Terms and Conditions” and then click the “I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions” radio button before clicking the “NEXT” button.

11. Click "CONTINUE" after reviewing the next page.
12. Click "CREATE CLEARANCE APPLICATION" at the top of the next page.
13. Review the next page which notes all of the information that will be needed in order to submit the electronic application and then click "BEGIN" at the bottom of the page.
14. Select application purpose as "Volunteer Having Contact with Children" and then select the "Volunteer Category" as "Other" and enter Tulpehocken Area School District as "Agency Name" and then click "NEXT".
15. Enter and verify your personal information on the next page before clicking "NEXT" at the bottom of the screen.
16. Enter and verify your current address and delivery method of your child abuse clearance on the next page before clicking "NEXT" at the bottom of the screen.
17. On the next several screens you will be asked to provide your previous addresses and list anyone who has lived with you at any point in time from 1975 to the present. After entering all information confirm the information on the "Application Summary" page before clicking "NEXT" at the bottom of the screen.
18. Provide your eSignature on the next page and click "NEXT".
19. Click the "No" radio button on the "Application Payment" screen.
20. Click "SUBMIT APPLICATION"
21. Click "FINALIZE AND SUBMIT APPLICATION" on the next page.
22. Record your e-Clearance ID for your records on the "Submission Confirmation" page and then click "GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT".
23. If your clearance process immediately, Click "To view the result, click here." next to "Your application has been processed." and print/save a copy of the response. Otherwise, you will receive an email notifying you when your clearance has been processed. Follow the link in the email message to log back into your account and view the completed clearance. Keep a copy of the clearance for your records and submit a copy of the clearance with your volunteer application.

FBI Clearance	\$23.85 Credit Card/ Money Order	<ol style="list-style-type: none"> 1. Before completing an FBI Clearance please read the ACT 153 Volunteer Requirements. 2. Registration is available online 24 hours/day, seven days per week. Click the "FBI Clearance Registration Website" link. Click "Schedule or Manage an Appointment" 3. Fill in all of the required fields on each page to proceed. Check "No" when asked if you have an authorization code for payment. Select "Driver's License issued by a State or outlying possession of the U.S. on the "Documents" page. 4. Print a copy of the "Service Summary" page 5. Proceed to your scheduled appointment with your summary page, and your driver's license. You will be required to present a money order or credit card/debit card payment in the amount of \$23.85 at the service location. After being fingerprinted proved your registration information with your Volunteer Application.
State Police Clearance	FREE	<p><u>Online Request</u> – Preferred Method</p> <ol style="list-style-type: none"> 1. The Pennsylvania State Police has established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH) to process criminal background check requests. Click "State Police PATCH System" link and then click on "Submit a New Record Check" (Volunteers Only) to start the online process. 2. "No Record" certificates will be displayed on the computer screen in about one to two minutes after submitting a request. 3. Print the "no record" certificate and include with your volunteer application. <p><u>Submitting a Request Form</u></p> <ol style="list-style-type: none"> 1. The request form has been linked to the "Clearances" page on the Tulpehocken website for your reference. 2. Complete the form and mail to: Pennsylvania State Police Central Repository –164 1800 Elmerton Ave Harrisburg, PA 17110-9758 3. The original clearance will be mailed to your home in approximately 14 days. Please include a copy of the clearance with your volunteer application.