



Volunteer

Manual



Definitions

Volunteer - one who voluntarily offers a service to the school district without compensation over a period of time (see categories below).

1. **Long-Term Volunteer** - one who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days; the intent, however, is to use a long-term volunteer over an extended period of time throughout the school year. A volunteer that provides a one time service for ten (10) or more hours within a week is also considered to be long term.
2. **Overnight/Off Campus Chaperone/Volunteer** - one who voluntarily provides a service to the school district, without compensation, as a chaperone on a trip where the students leave the campus or stay overnight at a hotel, motel, school, or other arrangements approved by the school district. This includes volunteers/chaperones who offer their home to students who are visiting our community through such events as district band, state band or foreign exchange.

Visitor – one who enters the school for a specific purpose such as a conference with a teacher or administrator or to provide a one time service (such as an assembly or presentation to a class or classes). A visitor does not provide ongoing service to the school district or interact one on one with the children. A visitor does not act in a caretaking role with the children and is not left in the company of the children without approved supervision. In addition, a visitor may or may not be compensated for their services to the district as with an assembly or presentation. A visitor is not considered to be a volunteer with the District.

How to Become a Volunteer

All volunteers must complete Act 34 and 151 Clearance request forms and mail them to the appropriate agency with a \$10 money order, for each. (See pages 7 and 8)

DO NOT mail these clearance request forms to the school. When your clearances come back to you from those agencies, bring the originals to a school's office or the District Office, 1125 Park Dr. for copying and filing. DO NOT mail the original clearances to the district office; they will not be returned.

Please NOTE: If you have clearances from another organization (i.e.: work, church, scouting program, etc) that were obtained less than one year from the current date, you may submit these clearances.

Volunteers must also have a current Tuberculosis Screening. If you have had a TB screening within the last year you will need to provide us a copy of the results. If you have not had a recent TB screening please contact your family physician to schedule a screening.

Fill out the VOLUNTEER REGISTRATION FORM found on Page 5 in this Volunteer Manual.

Please complete the VOLUNTEER/VISITOR CONFIDENTIALITY AGREEMENT found on the back of the Volunteer Registration Form.

The form must be sent to the attention of Lindsay Knepp and may be dropped off at any school office or mailed to Mrs. Lindsay Knepp, Lingle Avenue Elementary, 600 S. Lingle Ave., Palmyra, PA 17078.

Volunteers who have applied for the Act 34/151 Clearances and are awaiting the results of those applications, may be assigned to work within sight of a professional employee at all times, for up to 30 calendar days, providing they sign the appropriate affidavit. (See Page 9) The affidavit does not apply to any person substituting or coaching as well as volunteer coaches. Those individuals are not permitted to utilize the affidavit.

Should a volunteer cease involvement with the district's volunteer program for a period of one (1) school year, they will be required to repeat the Act 34 and 151 Clearance checks.

Volunteer Services Protocol

Welcome to Palmyra Area School District! We thank you for your time and support with our students.

1. Please wear your visitor badge at all times while working/volunteering.
2. Remember to sign in and out in the office each time you enter or leave the building.
3. We expect that you will follow building rules in place for all staff. We recommend you not bring in food due to student allergies. Tobacco use or possession is not permitted on school property.
4. Under no circumstance should you administer medication to a child. All medications are given under the supervision/direction of the nursing staff. Please refer all medication questions to the school nurse.
5. School telephones are to be used only in the case of an emergency. Cell phones are permitted in the buildings but must be turned off during the school day as to not interfere with the instruction in the classroom.
6. No child should leave the school before the teacher has dismissed the class unless prior arrangements have been made (i.e. doctor appointments, etc.). Unless specifically directed by the parent in writing, we do not have the authority to allow you to take the student out of the building. If you do have written permission, please remember to sign the child out of the building in the main office.
7. We expect visitors to dress in a school acceptable manner.
8. Confidentiality of the student, other students and the classroom teacher must be maintained at all times. Please refrain from sharing identifying information in and out of the school setting. (See Volunteer/Visitor Confidentiality Agreement on Page 6)
9. The volunteer needs to notify the teacher or person they are volunteering with if there is a schedule change.
10. If you have any questions/concerns, speak to the classroom teacher to solve the problem in an efficient and professional manner.
11. Discovery or concerns of possible physical abuse, sexual abuse, and neglect should be shared with a building administrator immediately.

Volunteer Registration Form

Name: _____

Address: _____

Phone: (home) _____ (cell) _____

Email: _____

In what building(s)/area(s) will you be volunteering?

Forge _____ Pine _____ Northside _____ Lingle _____ Middle School _____ High School _____

Other (please list): _____

Do you currently hold Act 34 and 151 Clearances? Yes No

If no, have you applied for these clearances? Yes No Date you applied for both clearances: _____

Have you had a screening test for tuberculosis within the last year? Yes No

If yes, please provide proof of the test. If not, call your family physician to schedule one. Volunteers MAY NOT volunteer until the TB screening is on file.

Volunteer's Emergency Information

Emergency Contact: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Alternate emergency contact: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Volunteer's Date of Birth: _____

Special Health Problems/Allergies/or medications we should know about:

Physician Preference: _____

Physician's Phone: _____

Hospital Choice: _____

In the event that I need emergency treatment requiring ambulance service and/or medical care you have my permission to seek help as listed above or nearest MD/DO or hospital available. I will assume responsibility for fees incurred by such an emergency (via my medical insurance if applicable)

Your signature indicates that you have received and read the Volunteer Manual and agree with the terms.

Signature: _____ Date: _____

Volunteer/Visitor Confidentiality Agreement

Name: _____

Date: _____

Agency of Employment (if applicable): _____

Location of volunteering/visit: _____

If visiting please indicate the reason for your visit:

The right of each student and their family to confidentiality has been clearly explained to me. I understand and agree to comply with the Federal, State, and Palmyra Area School District Policy regarding confidentiality of student information and the right of privacy accorded by law to each student. I will not at any time communicate specific student information in oral or written form.

Signature of Volunteer/Visitor

Printed Name of Volunteer/Visitor

Information on How to Access Clearances

PA State Police Background Clearance – Act 34

Fee: \$10.00 payable to Commonwealth of Pennsylvania

ELECTRONIC SUBMISSION – PATCH

The Pennsylvania State Police established a web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a requestor can apply for a criminal background check on an individual basis.

The information provided by the requestor will be checked against the criminal history database maintained by the Pennsylvania State Police Central Repository. If the subject's information does not hit on any information in the database, the requestor will receive the results instantly over the Internet and the requestor can print out the "No Record" certificate. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor. If the subject's information hits on something in the database, the requestor receives an immediate "Request Under Review" response.

A "Request Under Review" response does not necessarily mean that the individual has a record; it does indicate the information is being manually reviewed. After review, the status will be updated to "No Record" or "Record". The requestor should check the PATCH website periodically for an updated status of their request. For all "No Record" responses, the certificate must be printed out at the requestor's computer. All "Record" responses will be mailed to the requestor at the address provided by the requestor. It may take up to two weeks for the status to be updated from a "Request Under Review" to a "No Record" or "Record".

PATCH accepts both Registered and Non-Registered Users.

Individuals are considered non-registered users. Non-registered users log onto [Pennsylvania Access to Criminal History](#) and select "Submit a New Record Check" under credit card users. The non-registered user can submit up to ten record checks during one session.

For status of the Criminal Record Check, call 1-888-QUERYPA (1-888-783-7972).

Child Abuse Clearance- Act 151

The form **CANNOT** be submitted electronically via email or online. Once the form is completely filled out it must be printed and mailed to:

ChildLine and Abuse Registry
Department of Public Welfare
PO Box 8170
Harrisburg, PA 17105-8170

You can print as many copies of the form as you need. The Department of Public Welfare's Office of Children, Youth and Families – ChildLine and Abuse Registry will accept copies of the form as long as the applicant's original signature is on the form when it is mailed in to the ChildLine office.

1. The instructions for how to complete the Pennsylvania Child Abuse History Clearance form are now included on page three of the form and can be printed for easy reference when completing the form. Failure to comply with the instructions that are attached to the form will cause considerable delay in processing the results.
2. Applicants can now type their information directly onto the form or the form can be printed and the information can be hand written onto the form.
3. If the information is typed directly onto the form, the information will NOT be able to be saved on a computer unless the computer has a licensed version of the acrobat adobe software. Therefore, please be sure to print the completed form before closing the document so that the information typed on the form is not lost.
4. If you have trouble accessing the form you may need to download the latest version of Adobe Reader, which is available free on the Internet.

PALMYRA AREA SCHOOL DISTRICT
1125 PARK DRIVE
PALMYRA, PA 17078
(717) 838-3144

AFFIDAVIT: PROVISIONAL VOLUNTEER CLEARANCE

SECTION 1 (To be completed by volunteer – please print)

Volunteer's Full Legal Name: _____

Date of Birth: ____/____/____ Phone: _____

Volunteer's Address _____

I hereby make the following declarations in support of my application for volunteering with the Palmyra Area School District:

- By checking this box, I affirm that I have not been arrested for or convicted of any Reportable Offense (see list on back)
- By checking this box, I affirm that I have applied for a current report of Child Abuse Clearance-Act 151 from ChildLine and Abuse Registry and a current report of criminal history record information from the Pennsylvania State Police. I affirm that both of those records will not contain criminal history information relating to me. A copy of my clearance request form is attached.

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.

I grant the School District permission to investigate the information I have presented in this statement by discussing the information presented with all appropriate parties, as necessary to confirm factual accuracy.

Signature of Volunteer

Date

Volunteers who have applied for the Act 34/151 Clearances and are awaiting the results of those applications, may be assigned to work within sight of a professional employee at all times, for up to 30 calendar days, providing they sign the above affidavit. The affidavit does not apply to any person substituting or coaching as well as volunteer coaches. Those individuals are not permitted to utilize the affidavit.

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:
 - 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)
 - 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)
 - (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.