Volunteer Packet Checklist

Volunteer Name: ___________________________ Contact Number: ______-________

Type of Volunteer: Covered / Non-Covered (circle one)

Type of Category of Employee: Single-Event / Short-Term / Long-Term / Overnight

Building: CHS / CBK / EP / CE / GE / ME / WE / ADMIN

Pennsylvania Resident of last 10 years: Yes / No (If no, FBI clearance is needed)

Items Enclosed:

___ Affirmation Signoff Sheet (Requires an Administrator signature)
___ Act 34 – Criminal Background Check
___ Act 114 – Federal (FBI) Criminal History Report
___ Act 151 – Child Abuse Clearance
___ Tuberculosis Screening (With negative results or a clear chest x-ray)
___ Volunteer forms Matrix sheet provided to volunteer
___ Board Approved (If Applicable) Date: ________

Secretary’s Signature ___________________________ Date ________________

Secretary’s Name Printed ___________________________
### Volunteer Required Materials Matrix

**Volunteer** – One who voluntarily offers a service to the District without compensation.

<table>
<thead>
<tr>
<th>Categories of Volunteers</th>
<th>As Defined</th>
<th>Volunteer Affirmation</th>
<th>Criminal Background Check</th>
<th>FBI Fingerprint Clearance</th>
<th>Child Abuse Clearance</th>
<th>Tuberculosis Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Covered</strong>/*/**</td>
<td>An individual in an unpaid position with a program, activity or service who is individually responsible or assumes risk of responsibility for the welfare of one or more children or has direct contact with children</td>
<td>X</td>
<td>X</td>
<td>X – Required if lived in PA less than 10 years</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Over-Night</strong>/**</td>
<td>Services provided for an event or activities which spans over the period of two days including over-night services</td>
<td>X</td>
<td>X</td>
<td>X – Required if lived in PA less than 10 years</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Long-Term/Regular</strong>/**</td>
<td>Services provided from time to time throughout the entire school year, over an extended period of time with regular and significant contact with students and/or student information</td>
<td>X</td>
<td>X</td>
<td>X – Required if lived in PA less than 10 years</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Single-Event</strong></td>
<td>Services provided for a single-event in one (1) to three (3) school days</td>
<td>X</td>
<td>X – unless falls under non-covered volunteer</td>
<td>X – unless falls under non-covered volunteer</td>
<td>X – unless falls under non-covered volunteer</td>
<td>X</td>
</tr>
<tr>
<td><strong>Short-Term</strong></td>
<td>Services provided on an occasional basis not to exceed two (2) weeks in cumulative time during school term</td>
<td>X</td>
<td>X – unless falls under non-covered volunteer</td>
<td>X – unless falls under non-covered volunteer</td>
<td>X – unless falls under non-covered volunteer</td>
<td>X</td>
</tr>
</tbody>
</table>

*The category of “covered volunteer” may overlap with the other categories of volunteers.

**Also requires Board approval**

**Effective Date:** Volunteers appointed on or after December 31, 2014 must obtain applicable requirements before they can serve. Updated clearances are required every 36 months. Existing approved volunteers must obtain all updated requirements by July 1, 2015.
Attachment A

VOLUNTEER AFFIRMATION

I ____________________________, agree to serve as a volunteer in the School District of Cheltenham Township (“District”). I affirm that I have read the attached District Policy “Volunteers” and accompanying Administrative Regulation and I agree to follow the guidelines set forth in these attachments including but not limited to those restated below.

I understand that the teacher or supervisor who is employed by the District is the decision maker, and I will respect his or her authority during any and all volunteer activities. When working with students, chaperoning field trips or school activities, I will report all incidents of inappropriate behavior or any situations that I witness in which students might be in danger to the teacher or supervisor in charge of the activity.

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. When information of a personal or confidential nature is raised, I will refrain from imposing by own personal opinion on students.

I agree to respect the privacy and anonymity of each child by maintaining the confidentiality of any confidential 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.

When I am unable to attend a volunteer activity I will inform my supervisor or the supervising teacher and I will document all attendance as requested from my supervisor or the supervising teacher.

I assume responsibility for being familiar with and following District policies and for receiving any volunteer training that is pertinent to my volunteer activities.

I am (check whichever ones are applicable):

__________ A Resident of the State of Pennsylvania (I have resided in the State of Pennsylvania for _____ Years)

__________ A short-term volunteer (I plan to volunteer on an occasional basis not exceeding two (2) weeks in cumulative time during a school year).

__________ A long-term/regular volunteer (I plan to volunteer from time to time exceeding two (2) weeks in cumulative time throughout the entire school year).
An Over-night volunteer (I plan to volunteer in an activity or event which includes over-night participation)

A Covered Volunteer (I am an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children. I have ___/have not ___ (check one) provided a criminal record background check and child abuse clearance check (applicable to Covered Volunteers, Long-Term/Regular Volunteers and Over-Night Volunteers).*)

I am aware of and will comply with District policies and administrative regulations regarding Child abuse identification and reporting; prohibition of discrimination; prohibition of unlawful harassment; student accidents; student harassment and bullying; student discipline; drugs; alcohol; tobacco; and accommodation of special needs students.

As a measure to ensure the safety of the District students and staff members, I understand that all volunteers must be screened prior to having contact with students. I also understand that as a Covered Volunteers, Long-Term/Regular Volunteers and Over-Night Volunteers, I am required to receive a tuberculosis screening. I understand I must be documented free from tuberculosis before serving as a volunteer.

Signed,

_________________________________________ Date ____________

Printed Name: ____________________________
Address: ________________________________

Administrator Signature: ________________ Date: ________________

* Covered Volunteers, Long-Term/Regular Volunteers and Over-Night Volunteers as defined in Policy 916 are required to submit criminal record background checks and child abuse clearance checks. Other volunteers may be required to provide such clearances at the discretion of the Superintendent.
CRIMINAL BACKGROUND CHECK (ACT 34)
CHILD ABUSE CLEARANCE (ACT 151)
FEDERAL (FBI) CRIMINAL HISTORY REPORT (ACT 114)

ACT 34
Section 1-111 of the Pennsylvania School Code (Act 34 of 1985) requires that all applicants for school employment, including those of independent contractors but excluding employees who do not have direct contact with students, must obtain a criminal background check. All applicants are required to submit a Request for Criminal Record Check to the Pennsylvania State Police. The results will be returned directly to you and must be submitted to the school entity with which you are seeking employment.

Criminal reports may be obtained electronically from the Pennsylvania State Police at http://www.psp.state.pa.us/patch/site/default.asp. The Pennsylvania Access to Criminal History (PATCH) invoice for Criminal Record Check with a copy of the State seal imbedded on the paper is an official record check.

The Criminal History Request Form (SPR-164) is also available from schools, Pennsylvania State Police Barracks and from the Pennsylvania State Police web site: www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275. This background check requires a ten dollar ($10.00) payment in the form of a certified check or money order payable to the Commonwealth of Pennsylvania. To check on the status of a request for a Pennsylvania State Police Request for Criminal Record Check, call (717) 783-9973.

ACT 151
In addition to the criminal background check, Sections 6354-6358 (Act 151 of 1994) of the Public Welfare Code requires that all applicants for school employment, both Pennsylvania residents and non-residents, also obtain a Child Abuse History Clearance. This request is submitted to the Pennsylvania Department of Public Welfare, Child Line. The Pennsylvania Child Abuse History Clearance Form (CY-113) may be obtained online from the Department of Public Welfare web site at www.compass.state.pa.us/cwis or from the School Services Unit in the Department of Education. The Child Abuse History Clearance requires payment of ten dollars ($10.00) payable to the Department of Public Welfare in the form of a certified check or money order. To check on the status of a request for Child Abuse Clearance, call (717) 783-6211.

The criminal background check and child abuse clearance results are valid for one year. Applicants should make and retain a copy of the reports since the Department of Education, Pennsylvania State Police and Department of Public Welfare do not maintain copies of the criminal record check or child abuse history clearance.

ACT 114
Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. ALL student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Federal (FBI) Criminal History Record that cannot be more than one (1) year old.

Registration is available online at www.pa.cogentid.com.
1. Purpose
Volunteers play an important role in the quality of life of all District students. The District strongly supports the involvement of parents/guardians and community volunteers to enhance the educational program by assisting the teaching staff in providing positive and productive learning experiences for all students. Teachers are encouraged to provide a variety of opportunities for parent/guardian and community involvement and to strengthen the partnerships between school, home, and community.

2. Delegation of Responsibility
In support of the teachers’ responsibilities to operate an effective instructional program, and to ensure the safety and welfare of all students, volunteer activities will be provided only as requested by the teacher and will be under the direction of the teacher at all times.

Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, when under the direction of a staff member.

3. Definitions
Volunteer – one who voluntarily offers a service to the District without compensation.

Volunteers can fall into one (1) of five (5) categories, i.e., single-event, short-term, long-term/regular, or over-night or “covered volunteers”. The category of covered volunteer may overlap with the other categories. All categories are defined below.

Single-Event Volunteer – one who voluntarily provides a service to the District, without compensation, for a single event which will be completed in one (1) to three (3) school days.

Short-Term Volunteer – one who voluntarily provides a service to the District, without compensation, on an occasional basis not exceeding two (2) weeks in cumulative time during a school term.
Long-Term or Regular Volunteer – one who voluntarily provides a service to the 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. Such volunteers have regular and significant contact with students or with confidential student information and include volunteer coaches, activity advisors, clerical volunteers, and all regularly scheduled volunteers.

Over-Night Volunteer – one who voluntarily provides a service to the District, without compensation, for an event or activities which spans over the period of two days, including over-night volunteer services.

Covered Volunteers – an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct unsupervised contact with children.

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular District staff.

Single-event and short-term volunteers shall be approved by the appropriate building administrator; a record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level for a period of two (2) years.

The Board shall approve the names of all long-term/regular volunteers and over-night volunteers. Covered Volunteers, Long-term/regular volunteers and overnight volunteers are required to have an Act 34 Criminal History Report and an Act 151 Child Abuse Clearance Statement on file in the school building. Covered Volunteers must also have any federal clearance required by law.

The basic requirement of volunteer service shall be interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering a contribution will be made to the learning process.

Any school volunteer program which will require additional financial support from the District budget will require a formal recommendation from the Superintendent and approval by the Board prior to implementation.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege which is conferred by the Board and the administration. As such, any volunteer position or volunteer may be eliminated at any time for any reason or no reason.
The Board shall provide authorized, long-term/regular volunteers (those with required clearances and Board approval) with the same liability insurance coverage, as provided for employees of the District, to cover them in the performance of their volunteer services.

The Superintendent shall promulgate guidelines implementing this policy which shall include but not be limited to requiring volunteers to:

1. Maintain the privacy of confidential student information.

2. Respect the authority of the teacher or supervisor overseeing the volunteers.

3. Comply with all child protective laws for all volunteers even if they extend beyond the requirements of this policy.

References:

School Code – 24 P.S. Sec. 111, 510
22 Pa. Code 8.1 et seq.

916. VOLUNTEERS

A. These guidelines apply to all volunteers involved with the District in any capacity including, but not limited to volunteers involved with:

1. District educational programs including field trips.

2. District-sponsored cocurricular activities, extracurricular activities or clubs.

3. District administration such as clerical work on behalf of schools.

4. Activities sponsored or promoted by District schools.

The appropriate building administrator or designee shall assume general authority and responsibility over all volunteers serving at the particular site.

Covered Volunteers, Short-Term, Long-Term/Regular and Over-Night volunteers shall sign the form attached as Exhibit A.

B. All volunteers will be expected to follow these guidelines:

1. Respect the authority of the teacher or supervisor as the decision-maker and as the person responsible for the instructional program, all classroom activities, and the well-being of all children in the classroom or school. Teachers or supervisors bear the ultimate responsibility for the welfare of students during school activities. When working with students or chaperoning field trips or school activities, all volunteers must report all incidents of inappropriate behavior or situations in which students might be in danger to the teacher or supervisor in charge of the activity.

2. Respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student classroom performance and/or behavior and information contained in student records must be shared only with District employees that have
legitimate educational interests. Information from student records is regulated by the Family Educational Rights Privacy Act.

3. Report all incidents of suspected child abuse to the teacher or supervisor in charge.

4. Maintain a professional relationship with students. Volunteers are viewed as representatives of the School Board and Administration. When issues of a personal or confidential nature are raised by students, volunteers are placed in a difficult situation. Nonetheless, volunteers must refrain from imposing their own opinions on students regarding matters of a personal nature.

5. Courteously inform your supervising teacher or supervisor if unable to attend volunteer activity and document attendance as requested by supervising teacher or supervisor.

6. Submit Child Abuse Clearance and other clearances as required at the Superintendent’s discretion.

7. Each volunteer participating in student activities shall be given the same tests for tuberculosis as staff, but no volunteer shall be required to submit to a particular test if the volunteer shall furnish a statement setting forth adequate reasons for being excused from taking the test. In such case, an alternative method of testing shall be administered.

C. Covered Volunteers, Long-Term/Regular Volunteers and Over-Night Volunteers are expected to be familiar with District policies and receive training provided by the District for volunteers. In particular, Covered Volunteers, Long-Term/Regular Volunteers and Over-Night Volunteers are expected to comply with the following:

1. District policies, administrative regulations, and applicable law regarding child abuse identification and reporting. Regular volunteers who have direct unsupervised contact with students are expected to provide criminal history background checks and child abuse clearance checks consistent with the District child/student abuse policy and applicable law.

2. District policies and administrative regulations regarding the prohibition of discrimination within the District.

3. District policies and administrative regulations regarding unlawful harassment.

4. District policies and administrative regulations regarding student accidents.
5. District policies and administrative regulations and regarding student harassment and bullying.

6. District policies and administrative regulations regarding student discipline.

7. District policies and administrative regulations regarding drugs, alcohol, and tobacco.

8. District policies and administrative regulations regarding the accommodation of special needs students in 22 Pennsylvania Code Chapter 14 and 15.

9. Any other District policies and administrative regulations deemed appropriate by the building Principal.

D. Transportation

Volunteers should not be transporting students in personal vehicles, but in the unlikely event that such transportation occurs, insurance coverage is not provided by the District and is instead provided through the volunteer’s own insurance carrier.

E. Background Checks

Covered Volunteers, Long-term/regular volunteers and overnight volunteers are required to have an Act 34 Criminal History Report and an Act 151 Child Abuse Clearance Statement on file in the school building. Covered Volunteers who have lived in the District less than 10 years must also have a report of Federal criminal history record information in the form required of District employees and contractors.
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confidential nature is raised, I will refrain from imposing my own personal opinion on
students.

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

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in charge of my volunteer activities.

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Signed,

____________________________         Date ____________________

Printed Name: __________________________

Address: ________________________________

Administrator Signature: ________________ Date: ______  

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