



# Pine Grove Area School District 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: \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

Full Name: \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_  
                    First                      Middle (Required)                      Last

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Cell: \_\_\_\_\_

Valid Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Pine Grove Area School District Employee: Yes \_\_\_\_\_ No \_\_\_\_\_

Employee Work Assignment: \_\_\_\_\_

Do you have children in the PGASD: 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 date and court involved: \_\_\_\_\_

In case of emergency notify: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Pine Grove Area School District

## VOLUNTEER PROGRAM

### PROCEDURE ON CONFIDENTIALITY

All information regarding children and their families served by the Pine Grove 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 Pine Grove 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 Pine Grove Area 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 Pine Grove Area 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

## Pine Grove Area School District

### Volunteer Program Policy and Procedure Acknowledgment

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

1. Volunteers shall submit completed required clearances prior to placement.
2. Volunteers must report all suspected child abuse immediately. Volunteers are considered "Mandated Reporters" of child abuse. (see separate brochure)
3. All discipline issues should be addressed with a professional staff member and/or the building Principal.
4. At no time shall any children be left unsupervised indoors or out.
5. Volunteers shall be under the direct supervision of Pine Grove Area School District staff at all times.
6. Volunteers must be drug and alcohol free at all times when caring for children.
7. Volunteers may not smoke or possess tobacco on school property.
8. Volunteers shall maintain a professional attitude especially in communications with children, parents, and staff. Language should be positive and free of offensive words.
9. Volunteers shall complete Emergency Information Forms prior to placement.
10. 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**STATEMENT OF RESIDENCE**

Under the *Child Protective Services Law* adults, paid or unpaid, who work with children; adult volunteers in a setting with children; or adults who come in direct contact with children in a program, activity or service is a mandated reporter and must immediately report suspicions of child abuse or neglect.

Mandated reporters are required to complete the Pennsylvania State Police Criminal Record Check and the Pennsylvania Child Abuse History Clearance Form

Volunteers who have not lived in Pennsylvania continuously for the past 10 years must obtain the **FBI Criminal Background Clearance**, which requires providing an FBI fingerprinting.

The FBI check is waived for volunteers who have lived in Pennsylvania continuously for the past ten years and who additionally affirm in writing that they have not been convicted of any crime, in another state or jurisdiction, similar to the convictions that would disqualify them from working with children in Pennsylvania by [§ 6344 (c)].

I hereby affirm that I have:

had residence in PA for the last 10 years and am not criminally disqualified by § 6344 (c).

not had residence in Pennsylvania for the last 10 years and must complete the **FBI Criminal Background Clearance**.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Initials of Child Protection Team reviewer \_\_\_\_\_ Date \_\_\_\_\_

# Clearances

*Reminder: Background check fees for volunteers have been waived and the cost of clearances for employment purposes was reduced from \$10 to \$8. These fee changes have been in effect since July 25, 2015.*

*If you have questions regarding the clearance process, please visit [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov). Individuals seeking clearances can go directly to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) to create an individual account and apply for their child abuse clearance electronically. Thank you for your continued commitment to keep Pennsylvania's children safe.*

Certain individuals, in order to work or volunteer with children, are required to obtain clearances which may include the following:

- Pennsylvania Child Abuse History Clearance;
- Pennsylvania State Police Criminal Record Check; and
- Federal Bureau of Investigation Criminal Background Check.

Who needs child abuse clearances?

- Employees having contact with children
- Foster/Adoptive parents
- School employees governed by the Public School Code
- School employees not governed by the Public School Code
- Volunteers

Information regarding the Pennsylvania Child Abuse History Clearance is contained below, as well as a link to additional information regarding the Pennsylvania State Police Criminal Record Check and the Federal Bureau of Investigation Criminal Background Check.

The Pennsylvania Child Abuse History Clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal, [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).

Submitting an application online allows individual applicants to receive their results through an automated system that will notify the applicant once their results have been processed. Applicants will be able to view and print their results online. The self-service portal also provides the ability for organizations to create business accounts to prepay for child abuse clearances and have online access to the results.

For more information about the electronic submission of child abuse clearances or for information on obtaining the Pennsylvania State Police Criminal Record Check or Federal Bureau of Investigation Criminal Background Check, please go to: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>.

**§ 6344 (c) Grounds for denying employment or participation in program, activity or service.--**

(1) In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the Statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

(2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

- 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 (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

(3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has 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 verification under this section.

**(c.1) Dismissal.--**If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval.