

# VOLUNTEER DEFINITIONS AND INSTRUCTIONS

## Welcome Volunteers

The East Lycoming School District seeks to create a learning environment where the safety of children comes first. The ELSD values the help and contributions of volunteers and wants to see your service to the children of this community continue. Please review the information below and speak directly with your building principal if you need help with the process.

Volunteer packets with forms are available in your school building office or the Athletic Director. Ask the building secretary for assistance.

The district strongly supports the involvement of parents/guardians and community volunteers to enhance the educational, co-curricular and extracurricular programs of the school district. Accordingly, the Board encourages the use of and the schools are encouraged to provide a variety of opportunities for parent/guardian and community volunteers subject to certain requirements and procedures set forth in policy.

## Definitions

**Adult** – individual eighteen (18) years of age or older.

**Direct Contact with Children** – as part of the volunteer position, the individual has regular, ongoing, contact with children or the possibility of care, supervision or guidance. This is not to be interpreted as incidental contact as part of the school setting.

**Volunteer** – adult who provides a service without compensation, remuneration or other consideration for an educational, co-curricular or extracurricular program.

In this, volunteers fall into two (2) categories:

**Volunteer “Guest / Helpers”** An adult who volunteers for a single event, a consecutive series of days, or several nonconsecutive days, in one or more positions during the school term. Total volunteer time is less than ten (10) hours per week.

**Volunteer “Position”** – An adult who meets any of the following 3 criteria:

- (1) volunteers for more than ten (10) hours per week, or
- (2) has direct contact with children (defined above), or
- (3) any adult who accompanies students on field trips.

If an individual or the company employing the individual is receiving any payment for the services provided, they are not a volunteer and are not governed by this policy.

# VOLUNTEER DEFINITIONS AND INSTRUCTIONS

## Guidelines

### Clearance Requirement

All volunteers must read, sign and, submit for approval the **Volunteer Responsibility Statement**. This form is submitted to either the building Principal for building activities, or the Athletic Director for athletic activities.

Volunteer "Positions" must submit appropriate PA State Police (Act 34) and Child Abuse (Act 151) clearances as described on the application form. In addition, an individual wishing to serve as a position volunteer who has not resided in the State of Pennsylvania during the ten (10) years previous to the start of volunteer work shall be required to apply for and supply a copy of the FBI Criminal Background Check (Act 114). If the volunteer has been a continuous resident of Pennsylvania for the past ten (10) years, s/he must swear or affirm in writing they are not disqualified from service based upon a conviction of an offense under PA Code 6344 (Request for Waiver 916-2)

Volunteer "Guests / Helpers" must receive approval from the building administrator prior to providing services. Clearances and TB tests are not required.

Volunteer "Positions" must submit the results of a tuberculosis examination (i.e. Tine Test) in accordance with state law and regulations.

Volunteer "Positions" must receive School Board approval prior to providing services.

No person who is required to submit clearances will be permitted to volunteer if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from providing services under the Child Protective Services Law (see Disqualifying Offenses).

Volunteering is a privilege, not a right. Even if a volunteer has obtained the required background clearances, the district retains the right to exercise discretion in permitting the individual to serve as a volunteer.

### Cost of Clearances / TB Examinations

The costs of obtaining the required clearances and/or TB Tine Test, shall be the responsibility of the volunteer.

### Age/Renewal of Clearances

When first submitted, the clearances cannot be more than sixty (60) months old.

After the first submission, clearances must be updated every sixty (60) months from the oldest date on the clearances.

### Submission/Maintenance of Clearances

Volunteer "Positions" should submit the following documents at the district administrative offices:

Original PA State Criminal Records Check – Act 34;

Original PA Child Abuse History Clearance – Act 151;

# **VOLUNTEER DEFINITIONS AND INSTRUCTIONS**

Original Federal Criminal History Record Check (Fingerprint) – Act 114 (if not seeking a Request for Waiver 916-2);

Request for Waiver of FBI – Federal Criminal History Record Check (if seeking waiver of #3); and

Acknowledgment of Volunteer Responsibility Form.

Volunteers, at their own discretion, can delete personal identification numbers from the clearance record on file, such as their social security number, once accepted by the district.

## **Duty to Notify**

If, after the date of the clearances, the volunteer is arrested or convicted of a Disqualifying Offense, or named as a perpetrator of a founded report of child abuse, the volunteer must provide written notice to the office of the district Superintendent within seventy-two (72) hours of the arrest or conviction.

## **Failure to Disclose**

Anyone failing to disclose information required under this policy commits a misdemeanor of the third degree and will be reported to law enforcement.

## **Early Renewal Right**

If the district has a reasonable belief that a volunteer has been arrested or convicted of a Disqualifying Offense or was named a perpetrator in a founded report of child abuse or the volunteer has given notice of an arrest or conviction of a Disqualifying Offense, the district, at its expense, shall immediately require the volunteer to submit updated clearances

## **General Guidelines**

No volunteer shall be permitted to access, review, disclose or use confidential student information (written or verbal); or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance; class standing; standardized or other test scores; attendance records; disciplinary history; intelligence test scores; personality and interest test scores; individualized education plans; health data; family background information; teacher or counselor ratings and observations; and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the school district.

Each volunteer shall keep strictly confidential all information s/he may learn about students in the school district during the course of performing services.

The role of a volunteer is to assist, but not replace or assume the responsibilities or authority of the district staff.

All volunteers providing service during the time that school is in session will be required to sign in at the appropriate building with a statement of their volunteer purpose and wear and display an identification tag/badge at all times and return the tag/badge to the office at the end of the volunteer period.

## **VOLUNTEER DEFINITIONS AND INSTRUCTIONS**

Under no circumstances, shall a volunteer be considered an employee or an independent contractor of the district. A volunteer shall receive no wages or other valuable consideration for the performance of his/her volunteer services.

Except as specifically authorized by the superintendent, on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned or leased by the school district. Volunteers shall not transport students, other than their own children, to or from any school event, without approval from the building administrator.

The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director will assume general authority and responsibility over all athletic volunteers.

Volunteers will not be permitted to directly administer student discipline. Volunteer activities will be provided only as requested by the teacher or supervisor.

All School Board approved "position" volunteers must obtain a tuberculosis (TB) test as required by the Department of Health.

**East Lycoming School District**  
**VOLUNTEER RESPONSIBILITY FORM**

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**Print your name above (signature required on page 3)**    **List the school**    **List child(ren) name(s)**

Thank you for volunteering your time to our schools. The district strongly supports the involvement of parents/guardians and community volunteers to enhance the educational, co-curricular and extracurricular programs of the school district. Accordingly, the Board encourages the use of and the schools are encouraged to provide a variety of opportunities for parent/guardian and community volunteers subject to certain requirements and procedures set forth in Policy 916 Volunteers.

**Please read the list of responsibilities below. Sign and submit the form to the building principal.**

1. No volunteer shall be permitted to access, review, disclose or use confidential student information (written or verbal); or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance; class standing; standardized or other test scores; attendance records; disciplinary history; intelligence test scores; personality and interest test scores; individualized education plans; health data; family background information; teacher or counselor ratings and observations; and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the school district.
2. Each volunteer shall keep strictly confidential all information s/he may learn about students in the school district during the course of performing services. Volunteers may be required to sign a confidentiality agreement prior to providing services.
3. The role of a volunteer is to assist, but not replace or assume the responsibilities or authority of the district staff.
4. All volunteers providing service during the time that school is in session will be required to sign in at the appropriate building with a statement of their volunteer purpose, wear and display an identification badge at all times, and return the badge to the office when you leave each school day.
5. Under no circumstances, shall a volunteer be considered an employee or an independent contractor of the district. A volunteer shall receive no wages or other valuable consideration for the performance of his/her volunteer services.

6. Except as specifically authorized by the superintendent on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned or leased by the school district. Volunteers shall not transport students, other than their own children, to or from any school event, without approval from the building administrator.
7. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The athletic director will assume general authority and responsibility over all athletic volunteers.
8. Volunteers will not be permitted to directly administer student discipline.
9. Volunteer activities will be provided only as requested by the teacher or supervisor.
10. All School Board approved volunteers must obtain a tuberculosis (TB) test as required by the Department of Health.

### Disqualifying Offenses

1. Ever convicted of an offense similar in nature to the following crimes, 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 national, or under a former law of Pennsylvania: [\[5\]](#)
  - o Criminal homicide
  - o Aggravated assault
  - o Stalking
  - o Kidnapping
  - o Unlawful Restraint
  - o Rape
  - o Statutory sexual assault
  - o Sexual assault
  - o Involuntary deviate sexual intercourse
  - o Aggravated indecent assault
  - o Indecent assault
  - o Indecent exposure
  - o Incest
  - o Concealing the death of a child
  - o Endangering the welfare of a child
  - o Dealing in infant children
  - o Prostitution and related offenses
  - o Crimes related to obscene and other sexual materials and performances
  - o Corruption of minors
  - o Sexual abuse of children

2. Ever named as the perpetrator of a founded report of child abuse; OR
3. WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act.

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**Signature of Volunteer**

Date

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**Signature of Building Principal / Athletic  
Director**

Date

# EAST LYCOMING SCHOOL DISTRICT

## VOLUNTEER "POSITION" APPLICATION

Please complete this Volunteer "Position" Application if you meet the definitions

Name:

Address:

City/State/Zip:

Phone:

Email:

Check School(s):

Ashkar \_\_\_ High School \_\_\_ Renn \_\_\_ Ferrell \_\_\_ Coach \_\_\_ Sport \_\_\_\_\_

Checklist of clearance materials needed for a Volunteer "Position":

- Complete and sign this application
- Complete and sign the Volunteer Responsibility Form
- Complete the State Police Criminal Record Check (Act 34) <https://epatch.state.pa.us/>
- Complete the Child Abuse Record Check (Act 151) <https://www.compass.state.pa.us/cwis/public/home>
- Complete and sign the Fingerprint Waiver if you have lived in Pennsylvania for the past 10 years.
- FBI Fingerprint (Act 114) If you are a chaperone of an overnight trip or you have not lived in PA for the past 10 years.  
See FBI Fingerprint (Act 114) instructions, use Vol Service Code: 1KG6Y3  
(If you would like reimbursement on this FBI clearance, send the receipt requesting it to the District Office)
- Complete tuberculosis (TB) test at my own expense if volunteering more than 10 hours per week (ie. coaches) or chaperoning an overnight trip. Excludes single day events regardless of duration.

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading

Signature:

Date:

All forms should be submitted to the District Office: 349 Cemetery St, Hughesville, PA 17737

Phone: 570-584-2131 or Fax: 570-584-5701

For more detailed information, visit [www.elsd.org](http://www.elsd.org)





## Q & A for Volunteers

1. If I volunteer a couple times through the year but it is less than 10 hours a week, do I need clearances?  
**Answer: No**  
You are considered a guest/helper. You sign the log book, sign and return the Volunteer Responsibility Form and receive a visitor pass to wear for the day.
2. If I'm going to chaperone a field trip, what paperwork do I need to provide?  
**Answer:** Volunteer Position Application, Volunteer Responsibility Form, State Police (Act 34), Child Abuse (Act 151), Fingerprint Waiver Form (if you have lived in the state 10 or more years).
3. When do I need to get the FBI Fingerprint?  
**Answer:** If you are chaperoning an overnight trip or you have not lived in the state 10 or more years.
4. If I have clearances from my job or another position volunteering, can I use them?  
**Answer: Yes** If you have clearances from other positions, forward a copy of them along with the application and other documents required for review.
5. If I volunteer for more than 10 hours a week, do I need a TB test?  
**Answer: Yes** A TB test at your own expense must be provided. The test can be dated within 1 year of your volunteer application. This includes all volunteer coaches.
6. Do I need a TB test or an FBI Fingerprint if I am chaperoning a field trip that is not overnight?  
**Answer: No**
7. How long are clearances valid?  
**Answer: 5 years from the earliest date of your clearances**
8. Does everyone have to fill out the Volunteer Responsibility Form, whether you are a Volunteer Guest or in a Volunteer Position?  
**Answer: Yes**
9. I am going to be a guest speaker in a classroom, do I need clearances?  
**Answer: No** You sign the visitor log book and receive a visitor pass to wear for the day.
10. How do I get the FBI Fingerprint?  
**Answer:** See the FBI (Act 114) instructions on our website, use Volunteer Service Code (1KH6Y3) to set up your appointment. Submit your UEID# with your Volunteer Position Paperwork.