



## District Volunteer Packet and Completion Checklist

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- Detach pages 7-9 of this packet and retain pages 1-6 for your records
- Make a copy of your clearances and retain for your records
- Submit pages 7-9 of this packet, along with copies of each of your clearances to school office or designee.

### Questions?

Contact Human Resources  
[humanresources@basdschools.org](mailto:humanresources@basdschools.org)  
610-861-0500 ext. 60239

# District Volunteer Information

Bethlehem Area School District (the “District”) recognizes and appreciates the tireless efforts of the many dedicated volunteers and school district helpers (“Volunteers”) who selflessly work for the betterment of the District and the benefit of the students it serves. The District welcomes and encourages Volunteer in its schools and classrooms. Nonetheless, necessary precautions must be undertaken by District administrators to keep students and staff members safe. The following sets forth the District requirements and procedures regarding District Volunteers.

## 1. Volunteer Application Vital Statistics Information Form

Each Volunteer must complete the attached Volunteer Application Vital Statistics Information form and submit the completed form, with the required background clearances, to the relevant building principal.

## 2. General

Volunteer Defined. For purposes of this memorandum, a District Volunteer is defined as any nonstudent individual who, through the course of their volunteer position, is either responsible for the welfare of a child or has direct contact with children. The definition of direct contact with children is the care, supervision, guidance or control of children or routine interaction with children. The definition of “Volunteer” includes but is not limited to school helpers, chaperones of field trips (whether day or overnight), trips taken by athletic teams, school bands, and overnight world language trips.

Oversight by Building Principal. No person may volunteer at the District without the provision of all necessary documentation regarding legally required clearances. Volunteers must schedule all volunteer services through the relevant building principal and/or through his or her designee. The school office shall maintain a list of all current volunteers which shall include: Vital Statistics Information Form, clearance certificate(s), photo ID and negative tuberculin skin test results/statement.

## 3. Volunteer Rules

- a) Volunteers are required to follow all applicable Board policies, including those prohibiting smoking, alcohol consumption, inappropriate language, etc. Failure to do so may result in a prohibition from future volunteer service. Board policies are available at [http://members.psba.org/districts\\_policies/b/53/index.asp](http://members.psba.org/districts_policies/b/53/index.asp).
- b) Volunteers must be eighteen (18) years of age or older or must be accompanied by a responsible adult. The building principal will verify the identify of any person desiring to serve as a Volunteer. This verification process shall include, but may not be limited to, the individual presenting a valid Pennsylvania driver’s license or other valid photo identification.
- c) Volunteers are prohibited from bringing children not formally enrolled in the District onto District property when providing volunteer/assistance services.
- d) Volunteers are required to adhere to all applicable laws and regulations, including ensuring appropriate accommodation of students with disabilities as per specific directive by the relevant building principal.
- e) In the event that a Volunteer does not feel comfortable with an assigned duty, it is the responsibility of the Volunteer to notify the relevant building principal as soon as possible so that the Volunteer may be reassigned.

- f) Volunteers serving during the school day may not be disruptive of the educational process.
- g) The District reserves the right to prohibit a Volunteer from working with students or at school-sponsored events where there is reason to suspect that the Volunteer may pose a risk of harm to the students or themselves or for other legitimate reason.
- h) The District is willing to accommodate Volunteers with disabilities and/or special needs. Volunteers requiring accommodations should contact the relevant building principal.
- i) The District's selection and/or designation of Volunteers shall not be discriminatory based upon gender, color, race, creed, nationality, religion, sexual preference, or disability.

#### 4. Clearances

All Volunteers who, through the course of their volunteer position, are responsible for the welfare of a child or have direct contact with children, are required by law to obtain and renew the following background checks:

- a) Pennsylvania Criminal Background Check
- b) Pennsylvania Child Abuse Clearance
- c) FBI Criminal Background Check if the volunteer **has not** lived inside the Commonwealth of Pennsylvania within the past ten years. A Volunteer is exempt from the FBI Criminal Background Check if the volunteer meets the following requirements:
  - i. The prospective Volunteer has been a Pennsylvania resident for the past ten years; and
  - ii. The prospective Volunteer affirms, in writing, that he/she is not disqualified from service under the Pennsylvania Child Protective Services Law and/or has not been convicted of an offense similar in nature to the crimes listed under the Pennsylvania Child Protective Services Law. **This is done by completing the Bethlehem Area School District Volunteer Statement (see page 8 of this packet).**

#### 5. Megan's Law

In order to clear a Volunteer as not being a registered sex offender, a Volunteer's name will be processed through Pennsylvania State Megan's Law website.

#### 6. Tuberculin Testing

For public health reasons, the law prohibits any individual with any form of tuberculosis in a transmissible stage from working in schools with students. **TB testing is required for Volunteers who spend more than ten hours per week in direct contact with students.** It is not required yearly. Once completed, the TB test is valid for as long as the person continues to volunteer – whether at the same time or a different school and from one school year to the next. All Volunteers must submit either proof of a negative tuberculin skin test or a statement from a medical provider that the person is free of or considered low-risk for communicable tuberculosis.

## Frequently Asked Questions

### **When do volunteers need to have their clearances?**

All volunteers must have their clearances before starting any volunteer activity.

### **How often must I renew my clearances?**

It is the responsibility of the volunteer to get their clearances renewed every five years. Volunteers are responsible for keeping track of when it is time to reapply for renewal of their clearances.

### **What is the cost of clearances?**

PA State Police and PA Child Abuse Clearances are free. The website for these clearances should indicate “free” when you apply as a volunteer. **The “free” clearances are for volunteer positions only and cannot be used for employment purposes.**

The cost of the FBI Fingerprint Clearance will be listed on the website.

### **Who pays for the cost of the FBI Fingerprint clearance?**

Each Volunteer is responsible for paying the cost if the FBI clearance is needed.

### **How does a Volunteer apply for clearances?**

All clearances can be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. See p. 5 for website addresses and instructions.

#### ***Helpful Tips***

*When completing the clearance applications, the process may indicate a social security number is optional. If you choose not to provide a social security number, please be aware it will take longer for your results to be completed.*

*For the PA Child Abuse Clearance, you will be asked for a Keystone ID. The Keystone ID is a number you must create. It must be 6-10 characters in length and must include one capital letter and one number. You must remember your Keystone ID. BASD cannot access it for you.*

### **Where do I submit my clearance results after I receive them?**

When you have all of the required clearances, submit them to the secretary at the location you will be volunteering along with the completed Volunteer Application (see p. 7-9 of this packet). A copy will be made of the clearances, and you will receive your originals back. Keep them in a safe place for future use, if needed.

### **What should I do if I have children in different schools, and I want to volunteer at each school?**

You are to complete the Volunteer Application form and the BASD Volunteer Statement for each school. You must also provide each school with copies of your clearances.

## How to Apply for Your Clearances

As indicated on page 3 of this packet, you are responsible for requesting the three clearances outlined below. Fees associated with each clearance can be found on the issuing authority website. Please check browser requirements for use of each individual website.

**Pennsylvania State Police – Request for Criminal Record Check** – The Pennsylvania Criminal History can be done online. The online results are available almost immediately. To complete the process online, go to <https://epatch.state.pa.us> and click on “**New Volunteer Record Check**” and follow the instructions.

At the end of the process, you will be shown a receipt on the screen (which you can print only if you want a receipt). In the middle of the receipt at the bottom, you will see “Certification Form” in blue. Click on this and it will bring up your “Response for Criminal Record Check” certificate which you will then print. This is the document you must submit.

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**PA Child Abuse History Clearance** – The Child Abuse History Clearance can be completed online. Request for clearance statements may be made online at <https://www.compass.state.pa.us/CWIS>.

Upon signing on to the Child Welfare Portal, you will be asked to “Create Individual Account” or “Individual Login”. If this is your first time to the site, you will select “Create Individual Account”. Here you will be asked to create your Keystone ID # (this is an ID that you will create for yourself and retain for later use). In Part 1, Application Purpose, please select “**Volunteer Having Contact with Children...**”. Upon completion and submission of your application you will be notified via email when your clearance certification is ready to view online (anywhere from 1 day to 4 weeks).

You will then log back into your account on the Child Welfare Portal and select “Individual Login” to access and print out the certificate. If you selected to have a copy mailed to you, it could take 4-8 weeks or longer.

Note: If you are having technical difficulties accessing the site, please call CWIS Technical Support at 1-800-932-0313.

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**Federal Criminal History Record through Identogo** – (Complete if you have not lived inside the Commonwealth of Pennsylvania within the past ten years). The FBI Federal Criminal History requires individuals to have fingerprints digitally rolled at a registered fingerprinting site. You must first register for the process. This may be done online at [www.identogo.com/locations/pennsylvania](http://www.identogo.com/locations/pennsylvania). Under Enrollment Services, select Digital Fingerprinting. **Do not select Fingerprint Card. On the next screen, you must enter the Service Code of 1KG6XN (Pennsylvania PDE-School Districts).**

Click on Schedule/Manage Appointment. Go through the screens and enter information as required. Enter your zip code and the system will then take you to a screen with local Identogo Service Centers.

Click on the center where you want to go to be fingerprinted. You can make an appointment on-line or select walk in. Payment is taken at the Center. After making that choice, it will take you to a Service Summary Page. Print that page and remember to take the identification document you indicated when you registered online. After your fingerprints are taken, you must provide the receipt or a copy of the receipt you will be given to Human Resources. Human Resources will access your results from the database.

## Legal Mandate Requiring Reporting by Volunteers of Arrests, Convictions, and Substantiated Child Abuse

### Volunteer: PLEASE KEEP THIS NOTICE

District volunteers are required by law to notify the District in writing within 72 hours if they are arrested or convicted of a criminal offense involving child abuse or if named as a perpetrator of an indicated or founded child abuse report. This includes any and all of the following:

- Conviction of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses) or convicted of an equivalent crime 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.
  - 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 3129 (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 (a)(1)(ii) (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
- Conviction 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 volunteer service or request to be considered for volunteer service.
- Conviction of the attempt, solicitation or conspiracy to commit any of the offenses set forth above.
- Identification as a perpetrator of child abuse in a founded report by a local, county or state child welfare agency



**Volunteer: Please detach this and all following pages to submit as part of your application package. Retain previous pages for your records and reference.**

## **Volunteer Application Vital Statistics Information Form**

Formal Legal Name: \_\_\_\_\_

Any other names you have used: \_\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City/Town, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

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

Employer Phone Number: \_\_\_\_\_

I wish to volunteer in the following buildings (check ALL that apply):

**ELEMENTARY**

- Asa Packer
- Calypso
- Clearview
- Donegan
- Farmersville
- Fountain Hill
- Freemansburg
- Governor Wolf

- Hanover
- James Buchanan
- Lincoln
- Marvine
- Miller Heights
- Spring Garden
- Thomas Jefferson
- William Penn

**MIDDLE**

- Broughal
- East Hills
- Nitschmann
- Northeast

**HIGH**

- Freedom
- Liberty

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

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

# Volunteer Statement

Volunteer Full Name (please print): \_\_\_\_\_

I understand that as a volunteer working with children/youth within the school district, I am required to complete a PA Criminal Records check and a PA Child Abuse clearance, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years. I further understand that these clearances need to be renewed every 5 years, and that I will not be permitted to serve as a volunteer in direct contact with children without valid clearances.

I hereby affirm that I am not disqualified from being approved for volunteer service and that none of the disqualifying circumstances on the reverse side of this form applies to me.

## PLEASE PLACE YOUR INITIALS NEXT TO EACH OF THE FOLLOWING AFFIRMATIONS:

\_\_\_\_\_ I have never been convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses) **or convicted of an equivalent crime 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.**

- 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 (a)(1)(ii) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)

\_\_\_\_\_ I have never been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substances, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding volunteer service or request to be considered for volunteer service.

\_\_\_\_\_ I have never been convicted of the attempt, solicitation or conspiracy to commit any of the offenses set forth above.

\_\_\_\_\_ I have never been identified as a perpetrator of child abuse in a founded report by a local, county or state child welfare agency.

\_\_\_\_\_ I understand that I am required by law to notify the District in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse or if I am named as a perpetrator of an indicated or founded child abuse report.

\_\_\_\_\_ I affirm I understand the contents of this statement and am signing it freely and voluntarily.

## CHECK ONE:

\_\_\_\_\_ I have been a resident of PA for the last 10 years

\_\_\_\_\_ I have not been a resident of PA for the last 10 years

Volunteer's Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

# School Volunteer Clearance & Screenings Checklist

For Bethlehem Area School District Use Only

Volunteer's Name: \_\_\_\_\_

	PA State Police Criminal History	PA Department of Human Services Child Abuse Clearance	FBI Criminal History Record
Clearance Received by (print name)			
Date Received			
Copy on File	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location			
Date of Issuance			
Date Renewal Required			
Clearance Reviewed by (print name)			
Title			
Signature			
Date of Review			

## SCREENINGS

**Tuberculosis (TB Testing is only required if the Volunteer will spend more than 10 hours per week in direct contact with students).**

Will Volunteer spend 10 hours per week with students?    Yes    No

If yes, was proof of negative TB test or statement from medical provider given?

No    Yes   Date provided: \_\_\_\_\_

### Megan's Law

Date Accessed: \_\_\_\_\_   Date Screened: \_\_\_\_\_   Admin's Initials: \_\_\_\_\_

### Photo Identification

Type of ID: \_\_\_\_\_   Date Confirmed: \_\_\_\_\_

## VOLUNTEER APPLICATION REVIEW AND APPROVAL

Is this applicant approved as a District Volunteer?    Yes    No

Approval Expiration/Renewal Required on: \_\_\_\_\_

*Note: This date should reflect the date that the oldest of the above-referenced clearance reaches 60 months. Approval may be withdrawn prior to this date at the District's discretion or where required by law.*

**Application Approved  
by (please print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_