

PREPARING YOUR PACKET GUIDELINES

- I. Obtain a Volunteer Handbook from school building or administrative center
- II. If volunteering 10 plus hours a week
 - a. Receive a tuberculin test from your physician and submit results with volunteer packet.
- III. Complete and submit Criminal Record Check clearance to appropriate agency
- IV. Complete and submit Child Abuse History Clearance to appropriate agency
- V. Complete Form PDE 6004 – Arrest/Conviction Report and Certification Form
- VI. Residents of PA during the entirety of the previous ten-year period, complete Volunteer Verification for Exception from FBI Federal Criminal History Clearance Form
- VII. If you have lived outside of PA at any point during the prior ten (10) years, complete the FBI Federal Criminal Record. There is a fee for this clearance.
- VIII. Complete Volunteer Information Form
- IX. Read and sign Volunteer Agreement Form
- X. Read and sign Release of Liability and Indemnity Contract, sign in presence of appropriate district witness.
- XI. Once all forms are complete and clearances are return from appropriate agencies submit volunteer packet to the administrative center, in person.
 - a. Volunteer packet consists of completed:
 - i. Record of tuberculin test (if volunteering 10 or more hours a week)
 - ii. Volunteer Information Form
 - iii. Volunteer Agreement Form
 - iv. Volunteer Release of Liability and Indemnity Contract
 - v. Child Welfare Background Check (Act 151) – Original must be viewed by appropriate administrative personnel. A copy will be made for your packet.
 - vi. Pennsylvania Criminal Background Check (Act 34) – Original must be viewed by appropriate administrative personnel. A copy will be made for your packet.
 - vii. Form PDE 6004 – Arrest/Conviction Report and Certification Form

viii. Volunteer Verification exception from FBI Criminal History Clearance or a copy of your FBI Criminal History Clearance results

XII. Your information will be submitted to the Superintendent for approval