

## SCHOOL VOLUNTEER FAQs

**Q: What are volunteer opportunities?**

**A:** Volunteer opportunities involve services that are performed for the district without compensation, remuneration or other consideration. Volunteer activities come in various forms. Quite often, volunteers are utilized to assist in school offices, classrooms, or to chaperone students on class trips.

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**Q: How are volunteers different from visitors?**

**A:** A **visitor** is described as a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy. A visitor works directly under the supervision and direction of district staff and does not have direct volunteer contact with students. While clearances are not required for visitors, they should be issued a visitor's badge using the Raptor system. Examples include speaking to students at "career day", reading to students as part of "Read Across America", etc.

A **volunteer** is described as an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee. The volunteer may be responsible for a student's welfare or having direct volunteer contact with students. Examples include, but are not limited to, field trip chaperones, tutors, activity advisors and recess or library aides.

**Note:** A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

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**Q: What is required to volunteer?**

**A:** Any individual wishing to volunteer with the district should complete a volunteer application and obtain the required certification/clearances. The volunteer application, along with required certifications/clearances will be reviewed by the Office of Human Resources.

New certifications/clearances shall be obtained and re-submitted every sixty (60) months.

Certifications/Clearances:

1. **PA Child Abuse History Certification** - which must be less than sixty (60) months old.
2. **PA State Police Criminal History Record Information** - which must be less than sixty (60) months old.
3. **Disclosure Statement for Volunteers (Must be completed by persons who have resided in the Commonwealth of Pennsylvania for the entirety of the previous 10 years.)** This form will be used to swear or affirm that the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.
4. Volunteers who have not been a resident of Pennsylvania during the entirety of the previous ten (10) year period shall also submit the following information in addition to the documents listed in #s 1 and 2 above:  
**Federal Criminal History Report (FBI clearance)** issued at any time since the volunteer established residency.
5. **Tuberculosis Test**  
Volunteers who have direct contact with students ten (10) or more hours per week shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.

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**Q: Where do I get the needed forms and how do I apply for clearances?**

**A:** The disclosure statement, as well as links to apply for clearances, can be accessed through the district's website at: <https://www.nasd.k12.pa.us>

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**Q: How much do clearances cost?**

**A:** Volunteer clearances are free. The FBI clearance, if needed, costs \$24.75.

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**Q: Can FBI Criminal History certifications obtained through the Department of Human Services be accepted by schools for volunteer purposes?**

**A:** Yes.

The Department of Human Services reviews the results of the FBI fingerprint record check and sends the applicant a letter that indicates the result of the review and whether or not the applicant is eligible for a position that involves direct contact with children. The report will be on DHS letterhead and will be from the Office of Children, Youth and Families.

DHS letters that indicate that there was no record can be accepted.

If an applicant presents a DHS letter that indicates any of the other situations, the Office of Human Resources will review the criminal history information to make a fitness determination as to whether the person should be in a volunteer position that involves direct volunteer contact with children.

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**Q: What will the school district do with my clearances once I submit them?**

**A:** Clearances will be reviewed and approved by the Office of Human Resources. You will be notified in writing of your approval/disapproval to serve as a volunteer. The building administrator will additionally be notified. All clearances are maintained on file by the Office of Human Resources. Clearance information is not shared with any other entity other entity