



CORRY AREA SCHOOL DISTRICT

CENTRAL ADMINISTRATION

540 East Pleasant Street, Corry, PA 16407-2246

(814) 664-4677 • Fax (814) 664-9645

<http://www.corrysd.net>

VOLUNTEER APPLICATION PROCEDURES

1. Read and retain CASD School Policy No. 916 regarding Volunteers (included in packet).
2. Complete and sign the **VOLUNTEER APPLICATION**. Be sure to indicate the position desired at the time of the application.
3. Please also include these additional items:
 - TB testing and results obtained no longer than 3 months prior to the date of application. Any results older than 3 months will not be accepted.
 - Clearances – Please follow the instructions for **CORRY AREA SCHOOL DISTRICT CLEARANCE PROCEDURES FOR VOLUNTEERS/UNPAID POSITIONS**:
 - Act 34 – Pennsylvania Criminal History Check
 - Act 151 – Pennsylvania Child Abuse History
 - Act 114 – FBI Federal Criminal History - Fingerprint Check OR completion of Disclosure Statement Application for Volunteers (included in packet)
 - Act 31/126 – Mandated Reporter Training
4. Return application packets in PDF format to kspence@corrysd.net or mail/drop off to:
Corry Area School District – Administration Office
ATTN: Kim Spence
540 East Pleasant Street
Corry, PA 16407

Please note, all documents must be on file before being considered for a Volunteer position or submitted to the School Board. If you have any questions regarding your completed application, please email kspence@corrysd.net.

Corry Area School District

Book	Policy Manual
Section	900 Community
Title	Volunteers
Code	916
Status	Active
Adopted	June 28, 2021

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.[2][3][4][5][6]

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[7]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[8]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[9][10]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[8]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[8]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[8]

Visitor - 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.[11]

Volunteer – 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.[10]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[10]
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[10]
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming 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.[9][10][12]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[10]

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[13]

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.[10]

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[14][15]

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[12]

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[12]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[12]

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[16][17]

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[17][18][19][20][21]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.[22][23]

1. 24 P.S. 510
2. 42 U.S.C. 12101 et seq
3. 53 P.S. 6926.1903
4. 43 P.S. 951 et seq
5. Pol. 103
6. Pol. 718
7. Pol. 824
8. 23 Pa. C.S.A. 6303
9. 23 Pa. C.S.A. 6344
10. 23 Pa. C.S.A. 6344.2
11. Pol. 907
12. 23 Pa. C.S.A. 6344.3
13. 23 Pa. C.S.A. 6344.4
14. 24 P.S. 1418
15. 28 PA Code 23.44
16. 23 Pa. C.S.A. 6311
17. Pol. 806
18. Pol. 123
19. Pol. 123.1
20. Pol. 123.2
21. Pol. 805
22. Pol. 113.4
23. Pol. 216
24. 53 P.S. 6926.1901 et seq
25. 53 P.S. 6926.1906
26. Pol. 916
27. 29 U.S.C. 201 et seq
28. 43 P.S. 333.101 et seq
29. 53 P.S. 6926.1905
- 23 Pa. C.S.A. 6301 et seq
- 53 P.S. 6926.301 et seq
- 72 P.S. 7301 et seq
- Pol. 606



CORRY AREA SCHOOL DISTRICT
540 East Pleasant Street
Corry, PA 16407

VOLUNTEER APPLICATION

School Year _____

Team/Activity _____

PERSONAL DATA

Name _____
First Middle Last

Address _____
Street/PO Box City, State Zipcode

Phone _____ **Email** _____

REFERENCES (May not use relatives)

Name	Address	Position	Phone #

EMERGENCY CONTACT INFORMATION

Name: _____ **Phone:** _____
Name: _____ **Phone:** _____

I certify that the information provided in this application is true and complete to the best of my knowledge, and understand that I will be subject to dismissal if any statement in this application is found to be untrue.

Signature of Volunteer

Date

CORRY AREA SCHOOL DISTRICT CONFIDENTIALITY AGREEMENT

Confidentiality is essential. As an individual working within the Corry Area School District, you will have access to confidential information. It is imperative that confidential information not be shared with others, unless it is information that should be shared with the administration at the school. For example, it will not be viewed as a breach of confidentiality to discuss life threatening or health situations involving any student with administration at the school. As an individual working within the Corry Area School District, I shall not share any confidential information related to students enrolled within the district, except with administration as noted above.

Signature of Volunteer

Date

DO NOT WRITE BELOW THIS LINE - ADMINISTRATIVE USE ONLY

☐ Application ☐ TB Results ☐ Act 34 ☐ Act 151 ☐ Act 114 or Disclosure Statement ☐ Act 31/126

Athletic Director or Administrator Approval

Date

Superintendent Approval

Date

Board Approval Date

CORRY AREA SCHOOL DISTRICT
540 E. PLEASANT STREET
CORRY, PA 16407
664-4677 (fax) 664-9645

REQUIRED TUBERCULOSIS TEST RESULTS
(as per Regulations of the Department of Health)

Last Name First MI Sex D.O.B.

Social Security Number Home Telephone Work Telephone

Mailing Address Street City Zip

Usual Source of Medical Care Physician's Name Address Telephone

Emergency Contact – Name Relationship Address Telephone

Required Tuberculosis Test Results (as per Regulations of the Department of Health)

Date Applied	Arm	Method	Antigen	Manufacturer	Signature
Date Read	Results (mm)		Signature		

For previously known/new positive reactors: _____

Chest X-ray Date: _____ Results: _____ Other Date: _____ Results: _____
(Attach a copy of the report) (Attach a copy of the report)

Preventive Anti-Tuberculosis – Chemotherapy ordered: No Yes Date: _____

IF SIGNIFICANT REACTION WAS REPORTED, THE PHYSICIAN REPORT MUST STATE THAT THE APPLICANT IS FREE FROM CURRENT TUBERCULOSIS DISEASE OR IS UNDER ADEQUATE CHEMOTHERAPY FOR TUBERCULOSIS DISEASE. _____

Physician Name (Print) Signature of Examiner Date

Physician Address

The statements and answers as recorded above are full, complete and true to the best of my knowledge and belief. I understand that any false or misleading statements may cause termination of my employment.

I authorize the physician or other person to disclose any knowledge or information pertaining to my health to the employing authority for whom this examination is performed.

Signature of Patient Date

CORRY AREA SCHOOL DISTRICT
CLEARANCE PROCEDURES FOR VOLUNTEERS/UNPAID POSITIONS

Act 34 - Pennsylvania Criminal History Check

Log onto the website <https://epatch.state.pa.us/Home.jsp> and click *New Volunteer Record Check* then follow the instructions. **The fee is waived for unpaid volunteers.** Once you complete all of the necessary information you will come to a page that says will provide you with a link to the clearance. Click on that and a new page will open with a *Pennsylvania Seal* in the background. This will be your official document. You may want to print a couple copies; one for your application and a couple additional copies for future reference.

Act 151 - Pennsylvania Child Abuse History

Log onto the website www.compass.state.pa.us/cwis. Click on *Create Individual Account* and follow the instructions. Use an email address you can access immediately. You will log back into your account and complete the information. Where it asks the purpose for volunteering, you will check the box **Other (school district)**. This website will ask for previous names, addresses and household members since 1975. Do not leave any section blank. **There is no fee for this volunteer clearance.** Once you have completed all of the information you can log out. Once your clearance has been processed you will receive an email stating you can view your results or you can log back in periodically to check the availability of your certificate.

Keep track of your information for your own personal use:

Keystone ID _____ Password _____

ACT 114 - FBI Federal Criminal History – Fingerprint Check

For individuals in an unpaid volunteer position **AND** who have been a resident of Pennsylvania during the entirety of the previous ten-year period, you will not need to pay for this clearance. Please read the *Disclosure Statement Application for Volunteers*, if all items apply then please print and sign your name, along with a witness, date the form and return.

If the above items do not apply, you will need to register online at <https://uenroll.identogo.com> **BEFORE** going to the fingerprint scanning site. You will be instructed to enter a Service Code specific to our school district. The Service Code is **1KG6XN**. All demographic data will be collected at this time (name, address, SS#, etc). Once you complete all of the information you will choose from a list of locations available for this service and also a time to reserve your appointment. **The current fee for this clearance is \$25.25.** On your receipt above your name will be a number that begins with UZSV, this is all that is needed to be returned with your application. You will need to take a Photo ID with you to be fingerprinted. Scanning only takes several minutes. All applicants will receive an unofficial paper copy of the report to keep for future reference.

Keep track of your information for your own personal use: UZSV- _____

Act 31/126 - Mandated Reporter Training

Log onto the website www.reportabusepa.pitt.edu to complete the training. It will take approximately 3 hours to complete. **This clearance is currently offered FREE of charge.** Once you have completed the training, print the certificate to be returned with your application.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those 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 nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(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)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those 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 nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____