

## Preparing Your Packet Guidelines

1. Obtain a Volunteer Manual from the District administration office.
2. Read the Volunteer Manual, Policy 806, and Policy 916.
3. Complete the required clearances.
  - a. PA State Police Criminal History (<https://epatch.state.pa.us/Home.jsp>)
  - b. PA Child Abuse History History (<https://www.compass.state.pa.us/CWIS>)
  - c. FBI Fingerprinting ([https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm))  
(or *Volunteer Verification waiver – if applicable*)
4. Complete PDE-6004 Arrest/Conviction Report and Certification Form.
5. Complete the Volunteer Registration Form and sign the Volunteer Agreement.
6. Complete the Volunteer Disclosure Sheet
7. Return the completed Volunteer Registration Form, Volunteer Agreement, Volunteer Disclosure Sheet, PDE-6004 Form, and all original clearances to:

South Western School District – Administration Office  
225 Bowman Road, Hanover, PA 17331
8. Upon approval, you will be issued a Volunteer Photo ID Badge (*to be returned at the conclusion of the current school year*) and your name will be provided to the respective building staff.
9. **Volunteer status is valid for the current school year.**  
**Volunteers must *re-register* each year to remain on the district volunteer list.**
10. **Note: Clearances must be renewed 60 months from issue date.**
11. Athletic Volunteers must be Board approved. Please contact the Athletic Office for the required paperwork.



➤ **2016-2017** ◀  
**VOLUNTEER REGISTRATION FORM**

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

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

\_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Work/Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

Building(s) / Organization (s): \_\_\_\_\_

\_\_\_\_\_

Note that **all** Athletic Volunteers require Board approval. Please contact the Athletic Office for the necessary forms.

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

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OFFICE USE ONLY

Forms Completed

Clearances on File

Badge Issued \_\_\_\_\_

Date / Initials

Disclosure Form Distributed \_\_\_\_\_

Date / Initials

## VOLUNTEER AGREEMENT

In consideration of being allowed to act as a Volunteer at no cost to the South Western School District, whereby my child and/or other children may enhance their education, I do hereby release and forever discharge the South Western School District, its Board of Directors and all other volunteers, all employees and agents of the School District, and all learners of the South Western School District from any and all claims, demands, actions, causes of action and suits at law or equity arising out of or in any way connected with the Volunteer Program of the South Western School District and my presence in or on School District property.

I further agree that I enter this Volunteer Program of my own free will, to serve without pay, understanding that I am not an employee or agent of South Western School District and therefore I am not covered by any of its insurance programs or policies.

I agree that a recommendation from the building principal may be required and that my acceptance as a volunteer is subject to the approval of the Superintendent.

I agree to perform the duties assigned to me in accordance with District policies and procedures as outlined in the Volunteer Manual.

I agree to conduct myself in a professional manner, to promote the education and interest of the learners and the reputation of the South Western School District.

I agree to a volunteer term of no more than one school year. I understand that I must re-register as a volunteer with South Western School District for each subsequent school year.

I understand and acknowledge that I am a mandated reporter within the meaning of the Child Protective Services Law. I understand that I am required by law to report instances of suspected child abuse. I have reviewed and understand District Policy 806, Child/Student Abuse, and understand that free online training is available from the Child Welfare Resource Center at [KeepKidsSafe.Pa.gov](http://KeepKidsSafe.Pa.gov). I understand the District has strongly encouraged me to participate in a mandated reporter training course. I acknowledge and agree that I will comply with Policy 806 and immediately report suspected child abuse as required by law.

Additionally, I acknowledge and agree that I will comply with District Policy 916, Volunteers.

This release and indemnity is given voluntarily and knowingly with full understanding of its meaning and with my full consent to be legally bound hereby.

***Your signature below indicates that you have read and understand the Volunteer Manual, Volunteer Agreement, Policy 806, Policy 916, and agree with the terms & conditions.***

Name (please print) \_\_\_\_\_

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

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

**VOLUNTEER DISCLOSURE SHEET**

In accordance with Policy 916, all volunteers must have a disclosure sheet on file in the building where services are provided. Please complete the following information, and return it to the Administration Office. Copies will be distributed to the appropriate building(s).

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

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

\_\_\_\_\_

Description volunteer services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building(s) of volunteer services: \_\_\_\_\_

\_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_

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

As a school volunteer you may become aware of information about students and their families, which is confidential. This can include grades, performance, skill levels, and other information shared in the classroom. It is imperative that this information remains strictly in the classroom. I agree that confidentiality of student information is critical and shall protect such information should I become aware of it.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for disqualification under the Child Protective Services Law, or am named a perpetrator in a founded or indicated report, I must provide the District with written notice no later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the statewide database.

I understand the procedures and responsibilities as outlined in the volunteer manual, and I agree to abide by them.

I have received, reviewed and understand the South Western School District Volunteer Policy 916.

I have reviewed Policy 806, Child Abuse, and I understand I am a mandated reporter of Child Abuse. I will comply with the reporting obligations as outlined in Policy 806.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
 (under Act 24 of 2011 and Act 82 of 2012)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names by which you have been identified: \_\_\_\_\_

**Section 2. Arrest or Conviction**

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

**Details of Arrests or Convictions**

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

\_\_\_\_\_

\_\_\_\_\_

**Section 3. Child Abuse**

By checking this box, I state 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.

By checking this box, I report that I have 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.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having 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.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

## LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

<ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul>
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

Have you lived in PA for at least ten (10) consecutive years as an adult? \_\_\_\_\_ YES \_\_\_\_\_ NO

*(If YES, you do NOT need to complete the FBI Federal Criminal History Clearance, but you must complete and sign the verification found below)*

**Volunteer Verification**  
***for exemption from FBI Federal Criminal History Clearance***

The Child Protective Services Law requires all volunteers to complete three clearances, including the FBI Federal Criminal History Clearance. However, the Law includes two exceptions which, if applicable, will exempt a prospective volunteer from the FBI clearance: (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; or (2) if not a resident of Pennsylvania during the entirety of the ten-year period, the prospective volunteer has received an FBI clearance at any time since establishing residency in Pennsylvania and provides a copy of the FBI clearance. If you do not meet either of these exceptions, this Verification form does not apply to you. If properly completed, this Verification form will excuse eligible volunteers from the FBI Federal Criminal History Clearance. If you have any questions about this Verification or your eligibility, you must contact the Superintendent before submitting the Form.

- Select 1 or 2 below:

1. \_\_\_\_\_ I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period; or
2. \_\_\_\_\_ I swear and affirm that I have received an FBI clearance since establishing residency in Pennsylvania, and I will provide a copy of the FBI clearance before volunteering.

- I swear and affirm that:

1. I have never been named in the statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.
2. I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or 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).  
Sexual 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 (relating to corruption of minors).  
Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

\_\_\_\_\_  
Prospective Volunteer Signature

\_\_\_\_\_  
Prospective Volunteer Printed Name

\_\_\_\_\_  
Name of School Building

\_\_\_\_\_  
Date