

*Promoting a Culture of Collaboration, Innovation and Inspiration*

**Thank you for your interest in serving as a volunteer.** As a result of updated Pennsylvania laws (starting July 1, 2015), all volunteers must complete and submit a **Volunteer Application Form** and obtain the following three clearances:

- **Child Abuse History Clearance**
- **Criminal Background Check**
- **FBI Background Check** NOTE: The FBI Clearance will only be needed if the volunteer has NOT lived in PA continually for the past ten years. If they have been in PA for the past 10 years, continually, they will need to complete an affidavit saying this is true. The affidavit is now part of the application.

A volunteer is an adult serving in an unpaid position in the service of the District. In order to qualify to be a volunteer with the District pursuant to the District's relevant policy and administrative regulations, every volunteer must complete and submit this form to the District every sixty (60) months, as well as meet the requirements set forth in the District's policy and regulations as well as Pennsylvania law.

### **Eligibility Requirements**

In order to be eligible to be a volunteer in the District, you must meet the following requirements:

1. Have never been a perpetrator of a founded or indicated report of child abuse;
2. Have never been convicted of any of the enumerated offenses listed on page 2; and,
3. Have never been convicted of a felony drug offense.

**A volunteer or volunteer coach/sponsor** is an individual who either provides recurring assistance in support of a curricular or extra-curricular activity under the general direction and supervision of a staff member, coach or student activity sponsor employed by the district and directly supervises or instructs students engaged in the activity and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples of volunteers or volunteer coach/sponsor include, but are not limited to homeroom parents/guardians, classroom chaperones, individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity, such as general PTO functions, book fairs, concert/performance ushers etc., tutors, field trip chaperones, counselors or providers of health-related services to students, etc., college student observers, booster club members, library helpers, volunteer coaches of an athletic team; equipment managers; choreographers; musicians and others who provide instruction to students in the marching band or school-related performances, etc.

**If you are interested in being a volunteer or volunteer coach/sponsor** as defined above, you must also obtain clearances through the Pennsylvania Department of Human Services (for PA Child Abuse History), the Pennsylvania State Police (Criminal Background Check), and possibly, the FBI.

**Volunteers or volunteer coach/sponsors** who do not already have the above mentioned clearances must obtain them prior to becoming a volunteer or volunteer coach/sponsor. Because the requirement of clearances is new to the Colonial School District, all volunteers or volunteer coach/sponsors must submit clearances that are dated within 12 months prior to the date they wish to begin volunteering. Volunteers and volunteer coach/sponsors have an ongoing obligation to renew their clearances every sixty (60) months.

**PLEASE READ OTHER SIDE**

**You may obtain clearances through the following websites:**

1. PA Child Abuse History Clearance via PA Dept. Human Services: <https://www.compass.state.pa.us/CWIS>
2. PA state Police: <http://epatch.state.pa.us/Home.jsp>
3. FBI: [www.pa.cogentid.com/index\\_pde.htm](http://www.pa.cogentid.com/index_pde.htm) Info regarding fingerprint submission can also be found on the CSD website. (Please select "School Districts" for "Reason Fingerprinted" on the Cogent PA Dept. of Education application site.)

**Please direct any questions about the volunteer application process to [volunteer@colonialsd.org](mailto:volunteer@colonialsd.org) or 610-834-1670, ext. 8203 or visit the website: <http://www.colonialsd.org/support/volunteer> .**

**Please notify the District with any changes to your contact information. You will receive communication regarding your application status as well as other applicable notices via email if possible.**

# COLONIAL SCHOOL DISTRICT VOLUNTEER APPLICATION/AFFIDAVIT

**PLEASE COMPLETE THIS PAGE AND SUBMIT ORIGINAL TO SCHOOL AT WHICH YOU INTEND TO VOLUNTEER. APPLICATION MUST BE ACCOMPANIED BY ORIGINALS OF ALL REQUIRED CLEARANCES.**  
 (ORIGINAL CLEARANCES AND COPY OF APPLICATION WILL BE RETURNED TO YOU VIA LOWEST GRADE LEVEL SCHOOL CHECKED BELOW.)

**School(s) at which you would like to volunteer (check all that apply):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Plymouth Whitmarsh High School | <input type="checkbox"/> Colonial Middle School | <input type="checkbox"/> Colonial Elementary   |
| <input type="checkbox"/> Conshohocken Elementary        | <input type="checkbox"/> Plymouth Elementary    | <input type="checkbox"/> Ridge Park Elementary |
| <input type="checkbox"/> Whitmarsh Elementary           |   |  |

\_\_\_\_\_ (Name of Volunteer – Please Print)

I am the person identified above. It is my desire to perform volunteer services for the Colonial School District. In that capacity, I will perform various non-teaching duties as assigned but understand that in no case will I be paid for performing such tasks.

In the course of my volunteer duties for the District, I and the District believe I will have or may have “direct contact with children,” meaning that as part of my volunteer duties I will have some level of care, supervision, guidance or control of children or routine interaction with children.

Because of that direct contact with children, pursuant to the Child Protective Services Law, I have submitted with this form a criminal background report from the Pennsylvania State Police and a Child Abuse History report from the Statewide Child Abuse database. Additionally, I have either submitted an FBI criminal record report, or marked below to swear and affirm that I have continuously resided in the Commonwealth of Pennsylvania for the last ten years.

I swear or affirm that I have resided in the Commonwealth of Pennsylvania continuously for the ten years immediately preceding this application/affidavit.

*Even if not reflected on the attached reports, I also swear or affirm that:*

- Within the last five (5) years, I have NEITHER been listed in the Statewide abuse database as a perpetrator of a founded case of abuse NOR committed a felony under the Pennsylvania Drug Device and Cosmetic Act (or a similar act under the laws of another jurisdiction) for which I was later convicted.
- I have never been convicted of any of the Pennsylvania offenses or similar offenses from any other jurisdiction that are listed on the reverse of this form. (Please see the list of offenses on the reverse).

**Volunteer Acknowledgement of Policy No. 916/Volunteers and Policy No. 806/ Child/Student Abuse**  
 By checking this box I acknowledge that I have read, understand, and agree to comply with these policies

All the above statements are true to the best of my recollection and belief and I make this statement with the understanding that any false statements may be criminally prosecuted pursuant to 18 Pa.C.S. §4904.

\_\_\_\_\_  
 Signature & Date

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

E-Mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

STUDENT INFORMATION (youngest student only)  
 (TO BE COMPLETED BY VOLUNTEER)

Name (if applicable): \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Grade (if applicable): \_\_\_\_\_

.....  
**FOR OFFICE USE ONLY**

APPROVED       NOT APPROVED

APPROVED BY: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_

DATE EXPIRES: \_\_\_\_\_

CHILD ABUSE CLEARANCE     PA STATE POLICE CLEARANCE     FBI CLEARANCE       AFFIDAVIT

The Child Protective Services Law lists the following offenses, noting that a conviction **at any time** for any of these offenses (or any similar offenses from another jurisdiction) will prevent a person from volunteering anywhere where the person will have “direct contact with children” such as at the District.

These Offenses, include the attempt, solicitation or conspiracy to commit, under Title 18 (relating to crimes and offenses) of the Pennsylvania Consolidate Statutes 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 former law of Pennsylvania. Conviction of any of the following precludes an individual from volunteering.

- ⊗ 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 (relating to corruption of minors).
- ⊗ Section 6312 (relating to sexual abuse of children).
- ⊗ The attempt, solicitation or conspiracy to commit any of the above offenses

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.

Conviction of a felony offense of the 1st , 2nd or 3rd degree other than those listed above unless a period of 10 years has elapsed from the date of the sentence for the offense.

Conviction for a misdemeanor of the 1st degree unless a period of 5 years has elapsed from the date of the sentence for the offense.

Conviction more than once for an offense under 75 Ps.C.S. § 3802(a), (b), (c), or (d) (relating to driving under the influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the 1st degree unless a period of 3 years has elapsed from the date of expiration of the sentence for the most recent offense.

No pending prosecutions in this or any other state or jurisdiction relating to any of the above-mentioned offenses.