East Penn School District
Volunteer Information Sheet

The East Penn School District is pleased you are considering volunteering your time to assist the staff and students of the district. As per School Board policy 916 on Volunteers, there are 3 categories of volunteers.
1. **Occasional Volunteer** - *an individual who works directly under the supervision and direction of a teacher or administrator employed by the district and does not provide direct services to students or have unsupervised contact with students. Examples include 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.*
2. **Program Volunteer** - *an individual who works under the general direction and supervision of a teacher or administrator employed by the district and provides direct services to students and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: tutors; field trip chaperones; counselors or providers of health-related services to students; etc.*
3. **Volunteer Coach/Sponsor** - *an individual who works under the general direction and supervision of a 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 include: volunteer coaches of an athletic team; volunteer athletic trainers or equipment managers; choreographers; musicians and others who provide instruction to students in the marching band or school-related performances; etc.*

For those individuals who are interested in being an **Occasional Volunteer**, you are required to have a notarized Volunteer Affidavit on file with building(s) in which you will be volunteering. For those that wish to be a **Program Volunteer** or **Volunteer Coach / Sponsor**, you are required to submit a Pennsylvania Criminal History Record (Act 34) and a Child Abuse History Clearance (Act 151) in addition to the notarized Volunteer Affidavit to the Personnel Office located at 800 Pine Street in Emmaus.

It is the individual's responsibility to pay for the required clearances. If you obtain the 2 clearances and continue to volunteer year after year in our schools, you will not be required to renew the clearances annually. Clearances must be less than one year old at the time of submission. **Original forms must be brought to the District Personnel Office, located at 800 Pine Street in Emmaus, on either Tuesdays or Thursdays from 8:00AM – 4:00PM or by appointment. The district has notary services free of charge. Please call 610-966-8331 to make appointments.** The applications for the Child Abuse History Clearance and the Pennsylvania Criminal Record Check can be obtained from the Personnel page by visiting our website at www.eastpennsd.org. Forms may also be obtained in person from the Personnel Office.

The Pennsylvania Criminal Record Check can be done either online or by mail. The online results are available almost immediately. If you choose to mail the form, it could take up to 8 weeks for the results to be returned to you. To complete the process online, go to https://epatch.state.pa.us and click on "Submit a New Record Check" and follow the instructions. A credit card is required for the processing fee of $10.00. At the end of the process, you will need to print the certification form and bring it to the Personnel Office so a copy can be made for our records. If you choose the mail-in process, you must submit the completed form with a money order for $10.00 payable to the Commonwealth of Pennsylvania and the results will be mailed to your home. You are responsible for bringing the clearance to the Personnel office so that a copy can be made for our records.

The Child Abuse History Clearance form must be completed and mailed with a money order for $10.00 made payable to the Department of Public Welfare. The form can be obtained at http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf. Check the box marked "School" as the reason for the request. Do not send cash or a personal check. This clearance takes approximately 2 -3 weeks and the results are mailed to your home. You are responsible for bringing the clearance to the Personnel office so that a copy can be made for our records.

If you have any questions related to the clearances or the requirements of the district for volunteers, please contact the Personnel Office at 610-966-8331.