

EASTERN LANCASTER COUNTY SCHOOL DISTRICT

Volunteers

Frequently Asked Questions (FAQ)

Who needs clearances?

Beginning July 1, 2015, any adult intending on volunteering (*unpaid position*) in the District with a program, activity, or service and is responsible for the welfare of a child or having direct contact with children must submit all pertinent clearances and paperwork before the commencement of service. (See [School Board Policy 916](#) for specific definitions.)

Do I have to apply to Volunteer every school year?

No, you do not have to resubmit volunteer paperwork every school year. Clearances are valid for 57 months (approximately five (5) years). Once your clearances have expired, you will receive correspondence from the School District indicating that you will need to update your clearances to volunteer for the upcoming school year.

What clearances must I obtain as a Volunteer?

- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance
- FBI Criminal History Report – PDE: *The FBI Criminal Background Check can be waived if the applicant has been a resident of Pennsylvania (PA) for the last consecutive ten (10) years.*

How much do clearances cost?

- Pennsylvania State Police Clearance Fee is waived for Volunteers.
- Pennsylvania Child Abuse History Clearance Fee is waived for Volunteers.
- FBI Criminal History Report - PDE (\$22.60) *Volunteers are responsible for paying the cost of the required clearances.*

How do I get my clearances?

Go to the District website page [Volunteer Information](#) under Communities to find instructions on how to apply for each required clearance.

How long will it take to get my clearances?

The turnaround time for each clearance is different. If completed online, the PA Criminal Record Check results are usually immediate. The PA Child Abuse History Clearance also usually provides immediate results, if completed online. If either system is inundated with applications, they could take longer. Mailed-in submissions could take up to 3-4 weeks. The FBI Criminal History generally provides results within a few hours of the fingerprints submission. Applicants will receive an unofficial copy of the results in the mail within a few weeks.

What do I do when I get my new clearances?

Volunteer applicants should submit their clearances along with their application and any other required paperwork to the District Office care of Mr. Justin Johnson, Administrative Assistant to the Superintendent. *To find out what paperwork is required visit the [Volunteer Information](#) page under Communities on the District website.*

I have already obtained clearances through another organization. Can I use those for volunteering in the District?

Eastern Lancaster County School District will accept clearances that have already been obtained through another organization, however, they must be dated within five (5) years of the date that the volunteer is applying. The District can now accept FBI clearances that were obtained through an application with the Department of Human Services (*formally Department of Public Welfare*).

Do I have to obtain all three clearances in order to chaperone on a field trip?

Yes, unless you are a resident of Pennsylvania for the past 10 years as noted above. You will need to also have a volunteer application as well as all the required paperwork required submitted to the District before attending a field trip.

How long do my clearances last?

Clearances will need to be renewed every 57 months. Volunteers will need to renew their clearances before the 57-month expiration date. If clearances expire, you will receive notice from the District Office.

What do I do if I lost my Volunteer ID Card?

If you have lost your issued volunteer card, you may request another to be reissued by contacting either Mr. Justin Johnson or your school building secretary. All volunteer clearances on file must be still valid in order for the card to be reissued. If you have any questions, please contact Mr. Justin Johnson at (717) 354-1117 or justin_johnson@elanco.org