



Radnor Township School District

Administration Building • 135 South Wayne Avenue, Wayne, PA 19087-4117
Phone: 610-688-8100 • Fax: 610-386-6135

Checklist (Volunteer, Volunteer Coach, Independent Contractor)

Please **bring** the following documents upon completion to the Radnor Township School District Human Resources Office for verification. **Only complete packets will be accepted.**

- Demographic Information Sheet
- Photo Identification (to be presented to Human Resources staff member)
- PA Criminal Record Check: <https://epatch.state.pa.us>
- PA Child Abuse History Clearance: <https://www.compass.state.pa.us/CWIS/Public/Home>
- FBI Federal Criminal History Record Check (*PA Department of Education*)
(through *IdentoGO*) <https://uenroll.identogo.com/>
Service code for Volunteer: 1KG6Y3
Service code for Coach/Independent Contractor: 1KG6XN
or signed affidavit (*affidavit is not accepted for residents of PA~10 years or less;
for overnight trips; volunteer coach or independent contractor*)
- Proof of vaccination (*optional*)
- Act 126 Mandated Reporter Training (*mandatory for overnight trips*)
<http://www.reportabusepa.pitt.edu/> (*free online course*)
- Act 168 Commonwealth of PA Sexual Misconduct Abuse Disclosure Release Form (*one for current employer and any that you had direct contact with children*) (**Independent Contractor only**)
- Tuberculosis Test (*less than 3 months old*) (**Volunteer Coach/Independent Contractor only**)

If clearances have been provided previously, individual school offices can verify if you are cleared to volunteer.

Volunteer packet/paperwork **must be presented** to the Radnor Township School District Human Resources Office, located at 135 S. Wayne Avenue, Wayne, PA 19087, Monday through Friday from 9:00 a.m. to 4:00 p.m., to complete the volunteer process.

Questions: 610-688-8100 x6049 (Deb) or x6066 (Eileen). All documents and links to the agencies listed above are also located on the Human Resources page of the Radnor Township School District website (www.rtsd.org).

I understand that failure to supply the required documentation prior to the commencement of this assignment would result in my being excluded from all activities related to the above position until I have fulfilled this requirement. Only complete volunteer packets will be accepted.