



ADMINISTRATIVE OFFICES

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MEMO

TO: All current volunteers and anyone interested in volunteering with MASD
 FROM: Human Resources
 DATE: August 20, 2019
 RE: VOLUNTEER CLEARANCE SUBMITTAL

The Moon Area School District will once again utilize Applitrack for tracking volunteer clearances. The application process is simply an electronic way for us to keep track of our volunteers and as such, we will not accept paper copies of clearances. **Volunteer applications will be accepted until October 31st and again during the months of March and April.** For further information on how to obtain volunteer clearances, please go to our website (www.moonarea.net) under Human Resources, Volunteer Clearances.

Volunteers are required to obtain new clearances every five (5) years. It is the volunteer's responsibility to ensure that their clearances are valid. Volunteers are also required to notify the District in writing within 72 hours if they are arrested for or convicted of an offense that would constitute grounds for denying participation as a volunteer, or if they are named as a perpetrator in a child abuse report. Willful failure to do so has criminal implications and may jeopardize the ability to volunteer with the District.

Following are the instructions on how to become a volunteer:

NEW VOLUNTEER	RETURNING VOLUNTEER
<ol style="list-style-type: none"> 1. Go to the Applitrack website (https://www.applitrack.com/moonarea/onlineapp) 2. Under "External Applicants" select "Start an application for employment or volunteer" 3. On the right hand side select "Start – begin the process" 4. Complete all of the information 5. Select whether you are a current employee or not <ol style="list-style-type: none"> a. Only select current employee if you are a permanent employee of the district, not a substitute or volunteer 6. Enter your address and phone number(s) 7. Scroll to the bottom of the screen and select the appropriate Volunteer application <ol style="list-style-type: none"> a. Have lived in PA for at least 10 consecutive years (JobID267) OR b. Have NOT lived in PA for at least 10 years (JobID282) 8. Complete all of the information along with uploading the required clearances (pdf or jpeg) 	<ol style="list-style-type: none"> 1. Go to the Applitrack website (https://www.applitrack.com/moonarea/onlineapp) 2. Log into your account 3. Click on the "Employment Application" tab 4. Click on JobID267 OR JobID282 5. Update the grade level and building (if necessary) 6. Make sure that your clearances are still valid 7. Click on "Finish and Submit" <ol style="list-style-type: none"> a. For those that have lived in PA for at least 10 consecutive years, please read the volunteer affidavit and electronically sign by typing your name in the box. Your electronic signature verifies that you have read the volunteer affidavit and agree to its contents.

The District is very grateful for each parent/guardian who contributes to the success of students by volunteering. Please contact the student's building administrative assistant for further information on being a volunteer or to confirm receipt of your clearances. If a volunteer has questions related to Applitrack **ONLY**, please contact Amy Finnegan at x1125 or afinnegan@moonarea.net.