

Council Rock School District

LINCS – Agency and Supervisor Pre-Approval Check List

NON-PROFIT INFORMATION	
Name of Organization	
Name of Volunteer Coordinator who directly supervise LINCS student(s) and will sign LINCS form:	
Address:	
Telephone Number:	
Email Address	
Date	

FOLLOW LINKS TO CHECK OFF 3 OF THE 4 BOXES BELOW	
<input type="checkbox"/> Pennsylvania State Police Clearance	https://epatch.state.pa.us/Home.jsp
<input type="checkbox"/> Pennsylvania Childline Abuse Clearance	https://www.compass.state.pa.us/cwis/public/home
<input type="checkbox"/> If you have lived in Pennsylvania for the last 10 years, you will submit the CR Affidavit Form (this form must be notarized)	http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/11/CRSD%20Volunteer%20Affidavit.pdf
<input type="checkbox"/> OR If you have not lived in Pennsylvania for the last 10 years, you must complete a FBI fingerprint clearance.	Federal Criminal History: When registering, you must use the following code: The Service Code for VOLUNTEERS is 1KG6Y3.
<input type="checkbox"/> TB Test – Volunteers/Supervisors (classroom/school) who spend 10 hours or more a week with students MUST submit results of a recent TB test prior to volunteering. Those who must complete a TB test can either mail the completed test to our address or drop it off at our office.	TB tests are available through your doctor's office, a minute clinic or a local pharmacy. The TB test is a 2-day process; one day to administer the test and one day to read the results.

May the Council Rock School District list the name of your non-profit organization and contact in our web-based resource directory?

- Yes - Please circle your preferred contact information. E-mail Telephone Both
- No

For questions, you may email Monica McLaughlin at mmclaughlin@crsd.org

Please return the above paperwork to the Office of Human Resources, Council Rock School District, 30 North Chancellor Street, Newtown, PA 18940 or fax 215.944.1031 or scan to mmclaughlin@crsd.org