



The Volunteer Registration Process

Thank you for your interest in volunteering in the Central York School District. In order to be a Central York Volunteer, we ask that you follow the instructions below based on the category that applies to you.

- **ALL RETURNING parent volunteers with CURRENT clearances** can re-register as a volunteer for the current school year through the new CYSD Volunteer portal, which will be available as of August 1, 2023. If the effective date on your clearances is less than five years old, you have current clearances. The system will notify you if you attempt to re-register online and have expired clearances. If that is the case, you will need to re-register in person at the ESC with your new clearance(s). When the portal is available, a link will be provided on the District website.
- **ALL RETURNING parent volunteers with EXPIRED clearances** will complete a Registration Packet, which can be found on the District website or picked up at any school office or the Educational Service Center. Please bring your completed registration packet, clearances, and your state-issued photo I.D. or driver's license, to the Educational Service Center to complete the Volunteer Registration process.
- **ALL NEW parent volunteers and returning parent volunteers with expired clearances** will complete a Registration Packet, which can be found on the District website or picked up at any school office or the Educational Service Center. Please bring your completed registration packet, current clearances, and your state-issued photo I.D. or driver's license, to the Educational Service Center to complete the Volunteer Registration process.
- **All Athletic Volunteers** will require School Board approval before serving. If you wish to serve as an Athletic Volunteer, please contact our Athletic Director to begin the Athletic Volunteer registration process. Please note that, as a result of this, returning Athletic Volunteers are not able to re-register through the new online portal.

Upon completion of the registration process, volunteers will be entered into the District's Volunteer database and will be issued a Volunteer Badge for the new school year. Volunteer badges will be sent to the school building and can be picked up upon your first volunteer visit to the school.

Reminder: Once approved ALL volunteers must:

- Check-in at a school's main office prior to each volunteer visit.
- Wear their volunteer badge clearly displayed on their person while volunteering.
- Volunteer status is good only for the current school year. You **must** re-register as a volunteer each school year.

Questions can be directed to the District Receptionist, 717-846-6789 ext. 1212.



VOLUNTEER REGISTRATION FORM

Name: _____
Address: _____
Phone: (HOME) _____ (WORK/CELL) _____
Email: _____

Are you a **CYSD** Employee? YES/NO (Circle one: Faculty/Support Staff/Substitute/Co-Curricular)

Are you a parent/guardian of a current CYSD student? YES/NO: _____

Student's Name: _____ School: (HS) (MS) (NH) (SS) (HA) (RT) (SB)

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In which CYSD building and/or department will you be volunteering? _____

Who will you report to for your volunteer duties? _____

Please check (✓) all that apply:

Parent Volunteer (PV) _____	Relative (other than parent/guardian) (RV) _____
Band Volunteer (BV) _____	Athletic Volunteer (AV) _____ (requires Board approval)
Music Volunteer (MV) _____	Other (please specify) _____

Have you lived in PA for at least ten (10) consecutive years as an adult? _____ (If yes, you do NOT need to complete the FBI Federal Criminal History Clearance, but you must complete and sign the verification found on the next page)

Have you lived in PA less than ten (10) consecutive years but received an FBI clearance at any time since establishing residency in PA? _____ (If yes, you do NOT need to complete the FBI Federal Criminal History Clearance, but you must complete and sign the verification found on the next page)

(The Volunteer Manual can be found at www.cysd.k12.pa.us on the VOLUNTEER menu under the HR Department. PLEASE READ the Volunteer Manual before submitting your Volunteer Registration Form and ALL Clearances.)

VOLUNTEER AGREEMENT

In consideration of being allowed to act as a Volunteer at no cost to the Central York School District, whereby my child and/or other children may enhance their education, I do hereby release and forever discharge the Central York School District, its Board of Directors and all other volunteers, all employees and agents of the School District, and all students of the Central York School District from any and all claims, demands, actions, causes of action and suits at law or equity arising out of or in any way connected with the Volunteer Program of the Central York School District and my presence in or on School District property.

I further agree that I enter this Volunteer Program of my own free will, to serve without pay, understanding that I am not an employee or agent of Central York School District and therefore I am not covered by any of its insurance programs or policies.

I agree that a recommendation from the building principal may be required and that my acceptance as a volunteer is subject to the approval of the Superintendent.

I agree to perform the duties assigned to me in accordance with District policies and procedures as outlined in the Volunteer Manual.

I agree to conduct myself in a professional manner, to promote the education and interest of the students and the reputation of the Central York School District.

I understand and acknowledge that I am expected to adhere to the District's current Health & Safety Plan, which can be found on the District's website, at all times when volunteering. I also understand and acknowledge that it is my responsibility to review and be familiar with the current version of the District's Health & Safety Plan, which may change throughout the course of this school year.

I understand and acknowledge that if I test positive for COVID I must notify the building principal immediately.

I understand and acknowledge that if I am required, by any governmental entity, to quarantine or isolate for COVID, I will notify the building principal immediately and will not enter District property during my period quarantine or isolation.

I agree to a volunteer term of no more than one school year. I understand that I must re-register as a volunteer with Central York School District for each subsequent school year.

I understand and acknowledge that I am a mandated reporter within the meaning of the Child Protective Services Law. I understand that I am required by law to report instances of suspected child abuse. I have reviewed and understand District Policy 806, Child/Student Abuse, and the materials found on the website KeepKidsSafe.Pa.gov. I also understand that free online training is available from the Child Welfare Resource Center at <https://www.reportabusepa.pitt.edu>. I understand the District has strongly encouraged me to complete this training. I acknowledge and agree that I will comply with Policy 806 and immediately report suspected child abuse as required by law.

This release and indemnity is given voluntarily and knowingly with full understanding of its meaning and with my full consent to be legally bound hereby.

Your signature below indicates that you have read and understand the Volunteer Manual and Volunteer Agreement and agree with the terms & conditions.

Signature: _____ Date: _____

7/17/23

Emergency Information

Your Name: _____

Birth Date: _____ Phone (cell): _____

Phone (day): _____ (eve.) _____

Emergency Contact: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Alternative emergency contact: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Special Health Problems/Allergies/Current Medications:

Physician Preference: _____ Phone: _____

Hospital Choice: _____ Ambulance Choice: _____

In the event that I need emergency treatment requiring ambulance service and/or medical care you have my permission to seek help as listed above or nearest MD/DO or ambulance/hospital available. I will assume responsibility for fees incurred by such an emergency (via my medical insurance if applicable).

Volunteer Verification
for exemption from FBI Federal Criminal History Clearance

The Child Protective Services Law requires all volunteers to complete three clearances, including the FBI Federal Criminal History Clearance. However, the Law includes two exceptions which, if applicable, will exempt a prospective volunteer from the FBI clearance: (1) the prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten-year period; or (2) if not a resident of Pennsylvania during the entirety of the ten-year period, the prospective volunteer has received an FBI clearance at any time since establishing residency in Pennsylvania and provides a copy of the FBI clearance. If you do not meet either of these exceptions, this Verification form does not apply to you. If properly completed, this Verification Form will excuse eligible volunteers from the FBI Federal Criminal History Clearance.

Please read the statements below. If the statements are true and apply to you, please sign and date the Verification at the bottom. If you have any questions about this Verification or your eligibility, you must contact the District before submitting the Form.

- I swear and affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period.
- I swear and affirm that:
 1. I have never been named in the Statewide database as the perpetrator of a founded report of child abuse committed within the last five (5) years.
 2. I have never been arrested or convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

Chapter 25 (relating to criminal homicide).	Section 3126 (relating to indecent assault).
Section 2702 (relating to aggravated assault).	Section 3127 (relating to indecent exposure).
Section 2709.1 (relating to stalking).	Section 4302 (relating to incest).
Section 2901 (relating to kidnapping).	Section 4303 (relating to concealing death of child).
Section 2902 (relating to unlawful restraint).	Section 4304 (relating to endangering welfare of children).
Section 3121 (relating to rape).	Section 4305 (relating to dealing in infant children).
Section 3122.1 (relating to statutory sexual assault).	A felony offense under section 5902(b) (relating to prostitution and related offenses).
Section 3123 (relating to involuntary deviate sexual intercourse).	Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Sexual 3124.1 (relating to sexual assault).	Section 6301 (relating to corruption of minors).
Section 3125 (relating to aggravated indecent assault).	Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.
A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

I make this statement and submit this Verification under penalty of perjury as more fully set forth in 18 Pa. C.S. § 4904.

Prospective Volunteer Signature

Date

7/17/23

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____ / ____ / ____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**
 - (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 - Chapter 25 (relating to criminal homicide)
 - Section 2702 (relating to aggravated assault)
 - Section 2709.1 (relating to stalking)
 - Section 2901 (relating to kidnapping)
 - Section 2902 (relating to unlawful restraint)
 - Section 2910 (relating to luring a child into a motor vehicle or structure)
 - Section 3121 (relating to rape)
 - Section 3122.1 (relating to statutory sexual assault)
 - Section 3123 (relating to involuntary deviate sexual intercourse)
 - Section 3124.1 (relating to sexual assault)
 - Section 3124.2 (relating to institutional sexual assault)
 - Section 3125 (relating to aggravated indecent assault)
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure)
 - Section 3129 (relating to sexual intercourse with animal)
 - Section 4302 (relating to incest)
 - Section 4303 (relating to concealing death of child)
 - Section 4304 (relating to endangering welfare of children)
 - Section 4305 (relating to dealing in infant children)
 - A felony offense under section 5902(b) (relating to prostitution and related offenses)
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
 - Section 6301(a)(1) (relating to corruption of minors)
 - Section 6312 (relating to sexual abuse of children)
 - Section 6318 (relating to unlawful contact with minor)
 - Section 6319 (relating to solicitation of minors to traffic drugs)
 - Section 6320 (relating to sexual exploitation of children)
 - (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
 - (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.
- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**
 - (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
 - (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
 - (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

CENTRAL YORK SCHOOL DISTRICT CLEARANCE PROCESS

****THIS PROCESS MUST BE UTILIZED FOR ALL PROSPECTIVE VOLUNTEERS****

All new volunteers for the Central York School District must obtain a Child Abuse Clearance (\$8.00) and a Pennsylvania Criminal Clearance (\$22.00). **Free** volunteer versions of these two clearances are available as well, as explained below.

If you have lived in PA for less than ten (10) years you will also need to obtain an FBI Federal Criminal History Clearance (\$25.25) as well. Clearances must be obtained **prior to volunteering with the District.**

As of July 2, 2015, all volunteers of the Central York School District must obtain new clearances **every five years.**

Additionally, all prospective volunteers must complete an Act 24 – Arrest/Conviction Report and Certification Form (a copy of this form is attached to this volunteer packet).

Instructions for obtaining the required clearances and completing the Act 24 form are detailed below:

1. ACT 34 –PA State Police Criminal Record Check Instructions:

This can be completed online at <https://epatch.pa.gov/home>. Please be sure to select 'New Volunteer Record Check' if this is your first Volunteer clearance, or choose 'Submit a New Record Check', if you have gotten a Volunteer clearance in the past.

First time volunteer clearances are **free** of charge, however, please be aware they can only be used for volunteering purposes and not for employment. If you have already gotten the free volunteer clearance once, you will need a credit card for the \$22.00 fee.

In either case, verification should be obtained immediately.

You will be asked to provide the District with the original clearance when you register as a volunteer.

2. ACT 151- PA Child Abuse History Clearance Instructions:

Go to <https://www.compass.state.pa.us/CWIS>. You will need to create an account first. After creating your account, you will receive an email with your password in order to log in to the website and complete the clearance application.

Please be sure to select the appropriate type of clearance for educational institutions (**School District**). You will need a credit card for the \$8.00 fee.

You may also choose to get this clearance solely for the purpose of volunteering in which case you would choose **Volunteer** instead of **School District** as the type of clearance. Volunteer clearances are **free** of charge, however, please be aware they can only be used for volunteering purposes and not for employment.

In either case, verification can take up to 14 days and applicants can choose to receive notification via email.

You will be asked to provide the District with the original clearance when you register as a volunteer.

For prospective volunteers who have lived in PA for less than ten (10) consecutive years as an adult, please follow these instructions to also obtain an FBI Federal Criminal History Clearance (fingerprint background check):

3. FBI Federal Criminal History Clearance:

The fingerprint-based background check is a multiple-step process, as follows:

Registration - The applicant must register prior to going to the fingerprint site. Pre-enrollment can be **completed online or over the phone**. The registration website is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com>. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose. The service code for public school employment is **1KG6XN**.

Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

Payment - The applicant will pay a fee of \$25.255 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

Fingerprint Locations – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.

Fingerprinting - At the fingerprint site, fingerprint transaction begins with a review of the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the IDEMIA website at <https://uenroll.identogo.com>. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are

scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

Report Access – For the public schools to access the official report via the electronic system, applicants must provide their **UEID** to the hiring entity (as shown on the receipt provided after fingerprint capture). Applicants will receive an unofficial copy of their report for their records.

4. ACT 24 – Arrest/Conviction Report and Certification Form Instructions:

- Type or print clearly and neatly in ink Section I.
- Complete either Section II and III. Refer to page 3 of 3 of the form for a list of reportable offenses.
- Sign and date the form in Section IV.

After you have received your clearances, bring the original clearances, Act 24 form, volunteer registration form, and a valid state photo ID or driver's license to:

CYSD Educational Service Center
775 Marion Road
York, PA 17406

Please wait until you have received ALL of the completed forms prior to submitting them to CYSD.

If you have any questions please contact the District Receptionist at 717-846-6789, ext. 1212.