

District Volunteer Handbook

Thank you for your interest in becoming a volunteer for Spring Grove Area School District. Volunteers are integral in supporting the District's educational, athletic, and extra-curricular activities. The information below will provide instructions on how to become a District Volunteer.

REQUIRED PAPERWORK FOR ALL VOLUNTEERS:

- District Volunteer Application
- *FBI Background Check (If lived in PA for less than 10 years) **OR** Volunteer Verification Form (if lived in PA for 10 or more years)
- PA Child Abuse History Clearance (*dated less than 1 year old*)
- PA State Police Criminal Record Check (*dated less than 1 year old*)
- A Tuberculosis Examination - only if volunteering for more than 10 hours per week. (*Please call the Human Resources at 717-225-4731 to discuss the possible need for a TB screening test.*)

HOW TO OBTAIN CLEARANCES

Criminal History Background Check Clearance (Act 34) - <https://epatch.pa.gov/TandCVolunteer>

Completion online will give you immediate access to your clearance. Click "New Record Check (Volunteers Only)" and follow the instructions. Make sure to click the link provided when the application is complete to access your record to receive the official report. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks Volunteer Form, please call: 1-888-783-7972.

Child Abuse History Clearance (Act 151) - <https://www.compass.state.pa.us/cwis>

Completion will provide you online access to your clearance within 2 weeks and, in some cases, immediately. You will need to be prepared to supply information about all addresses you have lived and every person you have lived with since 1975. You will need to log in with your individual login if you already have one or create an individual account. The system will take you to a screen to create a Keystone ID for your new account. You will receive an email with a temporary password to access and change your account. Please be sure to remember this Keystone ID/password for future use. For application purposes, you will select "Volunteer Having Contact with Children." For questions about the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 1-877-371-5422.

FBI Criminal Background Check (Act 114) –

Only if you have lived in PA for fewer than 10 years. This screening includes fingerprints and a small fee.

Preregistration should be completed online at <https://uenroll.identogo.com/> (24 hours/day, 7 days/week) or by calling 1-844-321-2101 (Monday - Friday, 8 am - 6 pm) with the service code 1KG6XN.

Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashiers Check at the fingerprint location. Money Orders and Cashiers Checks must be made out to Morpho Trust. NO CASH, PERSONAL CHECKS, and NO ELECTRONIC PAYMENTS for background checks will be accepted at the fingerprint sites.

Once registered, you can have your fingerprints taken at any of the locations listed on their site. When registering online, you can view locations on the Identogo website: <https://www.identogo.com/locations>

You must provide proof of identity upon arrival at the Fingerprint Center, such as a state-issued driver's license, state ID card, passport, etc.

Once your fingerprints are taken at the fingerprint location, you will be issued a receipt with your UEID (Universal Enrollment ID). This is the number you must provide to the Human Resources department for Human Resources to access your FBI clearance online.

More detailed information may be found on the PDE website at: <http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx#tab-1>

VOLUNTEER BADGE

Volunteers will sign in at the front desk of the building in which they are volunteering and will receive a name badge printed from the Raptor visitor management system.

Please notify the Volunteer Services Department if you will be working with students after regular school hours. Volunteer coaches will receive a volunteer badge with a lanyard to be sent to the Athletic Director after their paperwork is approved. If you should lose your badge, please contact us immediately so that a replacement can be prepared for you.

VOLUNTEER APPROVAL, EXPIRATION, & RENEWAL

Once your online application has been reviewed, you will receive an email notification informing you of your approval.

The expiration date of volunteer approvals will be 5 years from the oldest clearance date. Volunteers will receive an email notification 90 days prior to their approval expiring and again at 30 days.

To renew your volunteer approval status, you will need to complete the background checks and the online volunteer application process again.

A BRIEF SYNOPSIS OF DISTRICT POLICIES IMPACTING VOLUNTEERS

(Full text of all board policies can be found on the District website www.sgasd.org)

- Volunteers are required to follow all CPSL regulations in regard to clearances.
- Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
- The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. If there is any question about a volunteer's ability to work in a particular assignment, the building administrator has final say.
- Matters of confidential information or materials about students, staff, other volunteers, or school district business will be maintained as confidential.
- Performance of work assignments while under the influence of alcohol or a controlled substance is prohibited. This does not apply to doctor prescribed medications.

- Permission to conduct any type of fundraising activity **must be secured** from the district office before promotion of the activity.
- There can be **NO** collection of money in school or on school property or at any school-sponsored event by a student, volunteer, or staff member for personal benefit. Collection of money by approved school organizations (e.g., PTO, Student Council) may be permitted with the Superintendent's or designee prior approval only.
- Offensive or harassing behavior will not be tolerated against anyone. This policy covers all District students, staff members, contracted individuals, vendors, and school volunteers. No employee or volunteer of the School District is exempt from this policy.
- The Board prohibits tobacco use by any person in school buildings, on school buses, and on school grounds. This ban is in effect at all times, including the regular school day and all co-curricular and community events held on school property.
- The name or logo of the Spring Grove Area School District, any of its schools, any school groups, or any employees in their school-related capacity may not be used by an outsider, organization, or individual for the solicitation of advertising or any other consideration for merchants or residents of the District without prior approval by the Board of School Directors.

Should you have any questions regarding volunteering at SGASD, please contact Volunteer Services at 717-225-4731 or volunteerservices@sgasd.org.

Thank you for your willingness to serve as a school volunteer!