



AGCS Fingerprinting and Background Clearance Volunteer Requirements

VOLUNTEER REQUIREMENTS

What is required to volunteer at Avon Grove Charter School?

Avon Grove Charter School (AGCS) welcomes any member of the student’s family, caring adults in the student’s life, as well as members of our local community to volunteer. All volunteers responsible for the care, supervision, guidance or control of children and routine interaction with children are required to have their background clearances.

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position, on a full-time or part-time basis, with the Charter School or a Charter School program, activity, or service, as a person responsible for the child’s welfare or having direct volunteer contact with children. Examples include, but are not limited to, regular volunteers, homeroom parents, field trip chaperones, tutors, coaches, activity advisors, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the Charter School, without compensation, who: (1) works directly under the supervision and direction of a Charter School administrator, teacher, or other members of the staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist at school concerts, serving as a guest reader to students, collecting tickets at events, working concession stands, participating in “Career Day,” etc.

Prior to approval, all position volunteers shall submit the following information:

1. **PA Child Abuse History Certification** - which must be less than thirty-six (36) months old.
2. **PA State Police Criminal History Record Information** - which must be less than thirty-six (36) months old.
3. **Disclosure Statement for Volunteers** - a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse, in accordance with the provisions of law.
4. **Acknowledgment Statement** - acknowledgment form affirming the volunteer has received and reviewed the Volunteer Policy.
5. If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten-year period, the position volunteer must also submit the following information:
 1. **Federal Criminal History Report** issued at any time since the volunteer established residency in Pennsylvania.

Guest Volunteers NOT REQUIRING Background Clearances / TB Test	Position Volunteers REQUIRING Background Clearances / TB Test
	<ul style="list-style-type: none"> PTO Members

<ul style="list-style-type: none"> • A volunteer is bringing baked goods to the school for a school function. • A volunteer coordinating and maintaining the Scholastic Book Fair. • A volunteer judge for the Spelling Bee. • A volunteer completing classroom tasks at home and returning them to the teacher when dropping of their child(ren) off for school. • Invited guest speakers who attend fewer than (3) AGCS events per school year. • Mystery Readers • Visitors attending an award ceremony or theatric performance (school events). 	<ul style="list-style-type: none"> • A volunteer helping in the classroom (i.e. homeroom parent) that has direct contact with children and may also be the sole adult with children. • A chaperone for a field trip. While not on school grounds, a chaperone will be alone with children and have direct contact. • A volunteer assisting with cafeteria monitoring. • Volunteering at three (3) or more in-school events during one school year (i.e., Green Gathering, Field Day, and School Dance). • TB test only required for 10 or more hours a week (please contact the office)
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TUBERCULIN SKIN TESTING

*****Effective April 2019**, Pennsylvania regulations **do not require** school personnel, including volunteers who provide direct services to students, to receive a tuberculin skin test **prior** to serving at the school.

FREQUENTLY ASKED QUESTIONS

1. **Are out of state clearances acceptable?** No, under the Pennsylvania guidelines, AGCS can only accept clearances administered by Pennsylvania agencies.
2. **How long are my background clearances, including fingerprints valid?** As long as your status does not change, (you are not convicted of new crimes, which would prevent you from working with children) you will need to complete background clearances/fingerprinting every 36 months. Clearances must be within 36 months of the date it was issued.
3. **For some of the volunteer tasks, I'm not sure if I need background clearances, fingerprinting. How can I know?**
See the example table above and ask yourself:
 - a. Will I be volunteering on the school grounds on more than three occasions?
 - b. Will I participate directly with children on the school grounds?
 - c. Will I be acting as the sole adult, alone, with the children?
 - d. Will I be responsible for a small group of children on a field trip?

4. **Will the background clearances requirements be tracked? How and by whom?** Yes. The results of these requirements are kept on file at the AGCS main office State Road campus and are entered into PowerSchool and our Volunteer/Visitor management system.

CLEARANCE LINKS and INFORMATION

Request for Criminal Record Check

<https://epatch.state.pa.us/Home.jsp> - There is no charge for requests made for the purpose of volunteering. The volunteer record check can be made via the PATCH website or by mail using form SP4-164A, "REQUEST FOR CRIMINAL RECORD CHECK, VOLUNTEER ONLY". The SP4-164A form may be downloaded from the home page of this website under the "HELP" drop down menu. The name of the agency or organization for which you will be volunteering must be listed. *subject to change

- If applying on line, Choose Volunteer
- You will receive an instant response to print or save in pdf format
- Print two copies of your results- one for the school and one for your records

Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/cwis/public/home> ONE Free every 57 months.

- Create a Keystone ID account. Choose Volunteer
- Print two copies of your results – one copy for the school and one for your records.
- **PLEASE remember to double click on your control number to print**

FBI (Fingerprinting) Criminal History Report (if applicable)

Volunteers who have not been a resident of Pennsylvania for the entirety of the last 10 (ten) years will need to do the Department of Human Services (DHS) fingerprinting; you will not be able to obtain fingerprints through the PA Department of Education.

- To obtain a Volunteer Service Code, individuals must contact DHS directly at **877-371-5422** or ra-pwcpslquestions@pa.gov
- Once you have received the code, you will make an appointment at <https://uenroll.identogo.com/>
- **Parents/Guardians will need to forward AGCS a copy of the report; we can no longer run the report.**

FORMS/REPORTS TO COMPLETE AND RETURN TO AGCS

- Disclosure Statement for Volunteers
- Volunteer Policy Acknowledgement Form
- Pennsylvania State Police Criminal History Report
- Pennsylvania Child Abuse History Clearance
- FBI (Fingerprinting) Criminal History Report (if applicable)