

Quick Guide to Volunteer Clearances

The School District of Cheltenham Township greatly values and appreciates its volunteer base. Volunteers enhance students' educational and extracurricular experiences. Those who are interested in volunteering must comply with clearance requirements and provisions of Board Policy #916 - Volunteers. **Please follow this link to access the township's Volunteer Policy and Clearance Information:** <https://www.cheltenham.org/site/Default.aspx?PageID=2619>

Required clearances include:

- **PA Criminal Background Check.** Cost FREE! Online Pennsylvania Access To Criminal History: <https://epatch.state.pa.us/Home.jsp>
- **ACT 151 – Child Abuse History Clearance Form.** Cost FREE! Online Child Abuse Clearance: <https://www.compass.state.pa.us/cwis/public/home>. You will need to enter a list of your residences and people you have lived with since 1978 in order to complete the application for this clearance.
- **ACT 114 - FBI Fingerprint Background Check (NOT required at Glenside if volunteer has lived in Pennsylvania for ten (10) years)(This is required for 5th grade EP trip!!!)** Cost: \$27.50. Online Registration: <https://uenroll.identogo.com/> (PDE- School District Service Code 1KG6XN) or Over the Phone Registration: 1-844-321-2101. Walk in service without prior registration will not be provided at any fingerprinting location.

In addition, volunteers are required to show evidence of a negative Tuberculosis (TB) test and will need to sign a volunteer affirmation. Walgreen's Healthcare Clinic (10 York Rd., Warminster, PA 18974, phone 215-956-2834) charges \$28 for the test and the follow up reading 3 days later. CVS Minute Clinic (835 Old York Road, Jenkintown, PA 19046, phone 215- 886-2923) charges \$28 for the test and then \$28 for the follow up reading 3 days later.

Current and new volunteers can download the Volunteer Packet from the district's website: <https://www.cheltenham.org/cms/lib/PA01916448/Centricity/Domain/178/volunteer%20packet%20dec%202017%20updated%20sheet.pdf>. Volunteers must complete the requirements for a "Covered" volunteer in the volunteer matrix. Hard copies of the Volunteer Packet are also available for pick-up at any of the Cheltenham school building main offices.

ALL volunteers must update clearances/documentation every 36 months.

Click to download the Volunteer Frequently Asked Questions file:

» [Volunteer FAQ Sheet](#). Please note that under #7 the cost for the TB test is not listed. Also note that under #10 it says this process will take 5 minutes. We have found that it takes longer than this to gather and fill in all the required information for both PA Criminal and Child Abuse History clearances. You may be able to immediately retrieve--online--the results from the clearance checks.