

782 Springdale Drive, Exton, Pennsylvania 19341 • Phone: 484-266-1000 • www.wcasd.net

Dear Senior Tax Reduction Incentive Volunteer Exchange Program Applicant:

Thank you for your interest in participating in the West Chester Area School District Senior Tax Reduction Incentive Volunteer Exchange Program. In return for your volunteer services, you will be entitled to a rebate of property taxes in accordance with the Senior Tax Reduction Incentive Volunteer Exchange Program guidelines.

Enclosed please find:

- Senior Tax Reduction Incentive Volunteer Exchange Program Application
- WCASD Policy 104 Discrimination/Title IX Sexual Harassment affecting Staff
- WCASD Policy 352 & 352AG3 Non-Employee Internet Policy Form
- WCASD Policy 815.4 Use of Personal Technology and Electronic Devices
- Sign off - District Policy Review
- WCASD Emergency Medical Card
- Program Guidelines & Monthly Volunteer Log
- Map of District Buildings

In order to process your application, we must have:

- Your completed application (be sure all information is provided including Tax Parcel Number)
- A copy of your Social Security card
- A current Act 34 - Pennsylvania Criminal Record Check
- A current Act 151 - Pennsylvania Child Abuse History Clearance
- A current Act 114 - Federal Criminal History Check
- Completed and Signed District Policy Review and Form 352AG3
- Completed WCASD Emergency Medical Card
- Results from Tuberculin Test taken within the past year (from your private physician)

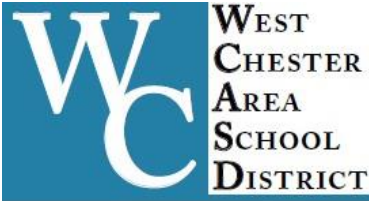
Applicants interested in this program must call the Human Resources Department at 484-266-1007 to request a packet of information. Please call if you have any questions or need assistance with any of the forms listed above.

ALL BACKGROUND CHECKS ARE GOOD FOR ONE YEAR FROM THE DATE OF ISSUE.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Ulmer', is written over a light blue horizontal line.

Jeffrey G. Ulmer
Director of Human Resources



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APPLICATION FOR RETIREE SUBSTITUTE VOLUNTEER PROGRAM

Position Applying for: Retiree Substitute Volunteer Program Date you can start: _____

In order to participate in the Retiree Substitute Volunteer Program (RSVP), you must be at least 60 years of age by December 31st of the year in which you volunteer. Yes No

Do you meet this requirement? Yes No

PERSONAL DATA

(Type or print in ink)

Name in Full: (Last Name First) _____ Social Security # _____

Street Address: _____ Cell/Home Phone # _____

City, State, Zip _____

Last Previous Address: _____

Tax Parcel Number: (MUST BE INCLUDED): We must have the tax parcel number to apply proper rebate. If you cannot obtain the tax parcel number from your tax bill, please call 484.266.1034.

Tax Parcel # _____

Please list your skills, previous job background, hobbies, or interests: _____

REFERENCES

Please list (3) references below:

Full Name	Business	Complete Address	Cell/Home/Business Phone
1.			
2.			
3.			

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses and for each conviction provide data of conviction and disposition regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo con-tendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence, or probation.

You may omit minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently under charges for a criminal offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever forfeited bond or collateral in connection with a criminal offense?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

NOTE: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet and include your social security number.

ACT 34 COMPLIANCE (PA State Criminal Record Check)

Each Pennsylvania resident must submit with his/her application a copy of a report of Criminal History Record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old. The applicant **MUST** submit the **ORIGINAL** report prior to start.

ACT 151 (Pennsylvania Child Abuse History Clearance)

Each volunteer must submit with their application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant **MUST** submit the **ORIGINAL** report prior to start.

ACT 114 (Federal Criminal History Check)

Each resident must submit with their application an original copy of the FBI results or a copy of the registration receipt clearly showing the Registration/TCN number. The clearance must be no more than one (1) year old. The resident **MUST** submit the FBI information prior to start.

Please check YES or NO to the following statement:

I choose to donate my rebate to the West Chester Area School District. YES NO

I authorize investigation of all matters contained in this application and agree that if, in the judgement of the District any misrepresentation has been made by me herein or the results are not satisfactory, any offer of volunteering made by the District may be terminated immediately without any obligation or liability to me other than for tax rebate at the rate agreed upon for volunteer services rendered.

Signature _____ Date _____

WEST CHESTER AREA SCHOOL DISTRICT

352AG3 Non-Employee Certification Administrative Guidelines

I HAVE READ AND UNDERSTOOD WCASD BOARD POLICY 352, THE ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES, AND AGREE TO ABIDE BY THIS POLICY.

Signature: _____

Date: _____

Complete the following:

Print name: _____

Non-WCASD Authorized Organization Affiliation: _____

Address: _____

Phone number: _____

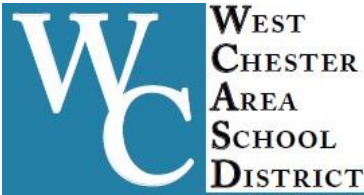
Position or reason for needing network access/equipment:

School/building: _____

Time period using WCASD resources: _____

WCASD Administrator Signature: _____

Print name of WCASD Administrator: _____



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Retiree Substitute Volunteer Program (RSVP)

I have reviewed and understand the following West Chester Area School District's Board Policies:

- Policy 348-Unlawful Harassment
- Policy 352-Internet, Computers, and Network Resources Acceptable Use and Policy 352AG3-Non-Employee Acceptable Use of Internet Form (attached)
- Policy 851.4-Use of Personal Technology and Electronic Devices

I understand that the contents of these policies are my responsibility to abide by and follow as a participant in West Chester Area School District's Retiree Substitute Volunteer Program (RSVP).

Printed Name: _____

Signature: _____

Date: _____

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

ADOPTED: 8-1-2015

REVISED:

352AG3 Non-Employee Certification Administrative Guidelines

**I HAVE READ AND UNDERSTOOD WCASD BOARD POLICY 352 ACCEPTABLE
USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES AND
AGREE TO ABIDE BY THIS POLICY.**

Signature: _____

Date: _____

Complete the following:

Print name: _____

Non-WCASD Authorized Organization Affiliation: _____

Address: _____

Phone number: _____

Position or reason for needing network access/equipment:

School/building: _____

Time period using WCASD resources: _____

WCASD Administrator Signature: _____

Print name of WCASD Administrator: _____

Retiree Substitute Volunteer Program (RSVP)

The West Chester Area School District offers a Senior Citizen Tax Rebate Community Service Program designed to assist Senior Citizens with the burden of Real Estate Taxes. Seniors may volunteer their services through the RSVP program. In return for their services, senior citizens may be entitled to a rebate of property taxes in accordance with the following guidelines.

Tax Credit Guidelines:

- Open to Senior Citizens who are residents of the West Chester Area School District
- Minimum age limit to qualify for the tax rebate is 62 by December 31st of the year in which you are volunteering service.
- Tax rebates apply only to the property owned by the person volunteering service
- Property tax rebates will be made at the rate of \$8.00 per volunteered hour
- The maximum rebate allowed per household is \$560.00. This is based on 70 hours of volunteered service per household.
- Volunteers may opt to donate the credit to the School District (option on the application)
- Participants may volunteer in excess of 70 hours per year. However, the maximum real estate tax credit is \$560.00 or amount of property taxes, whichever is less. *Rebate amount cannot exceed actual amount of taxes paid.*

Business Office Procedures:

- Volunteers must record their time on the monthly volunteer log (See Appendix Form H). 290.08
- A separate monthly volunteer log must be kept for each volunteer at each building location if duties are performed at more than one location.
- District Administrators must approve the monthly volunteer logs at the end of each month and forward them to the volunteer coordinator by the 3rd business day of the following month.
- Upon receipt of the monthly logs, the volunteer coordinator will enter the hours on a spreadsheet by volunteer name for tracking purposes.
- In January of each year, the volunteer coordinator will confirm with the volunteer the total number of hours of service for the year.
- No later than January 15th of each year, the volunteer coordinator will provide the real estate tax department with the list of volunteers from the previous year. The list will include the volunteers' name, home address, parcel number and number of hours of service volunteered for the year.
- The tax department will verify that the real estate tax bill for the volunteers' address was paid.
- After the tax payment has been verified, the tax department will issue a request for payment to the Accounts Payable Department.
- The Accounts Payable Department will process tax rebates by the end of February and mail them to the volunteer.

Senior Tax Reduction Incentive Volunteer Exchange Program Monthly Log

Volunteer Name: _____

Volunteer Address: _____

Date	Time In	Time Out	Total Hours

Date	Time In	Time Out	Total Hours

I attest that the above information is accurate.

Signature of Volunteer: _____

Signature of Building Principal: _____

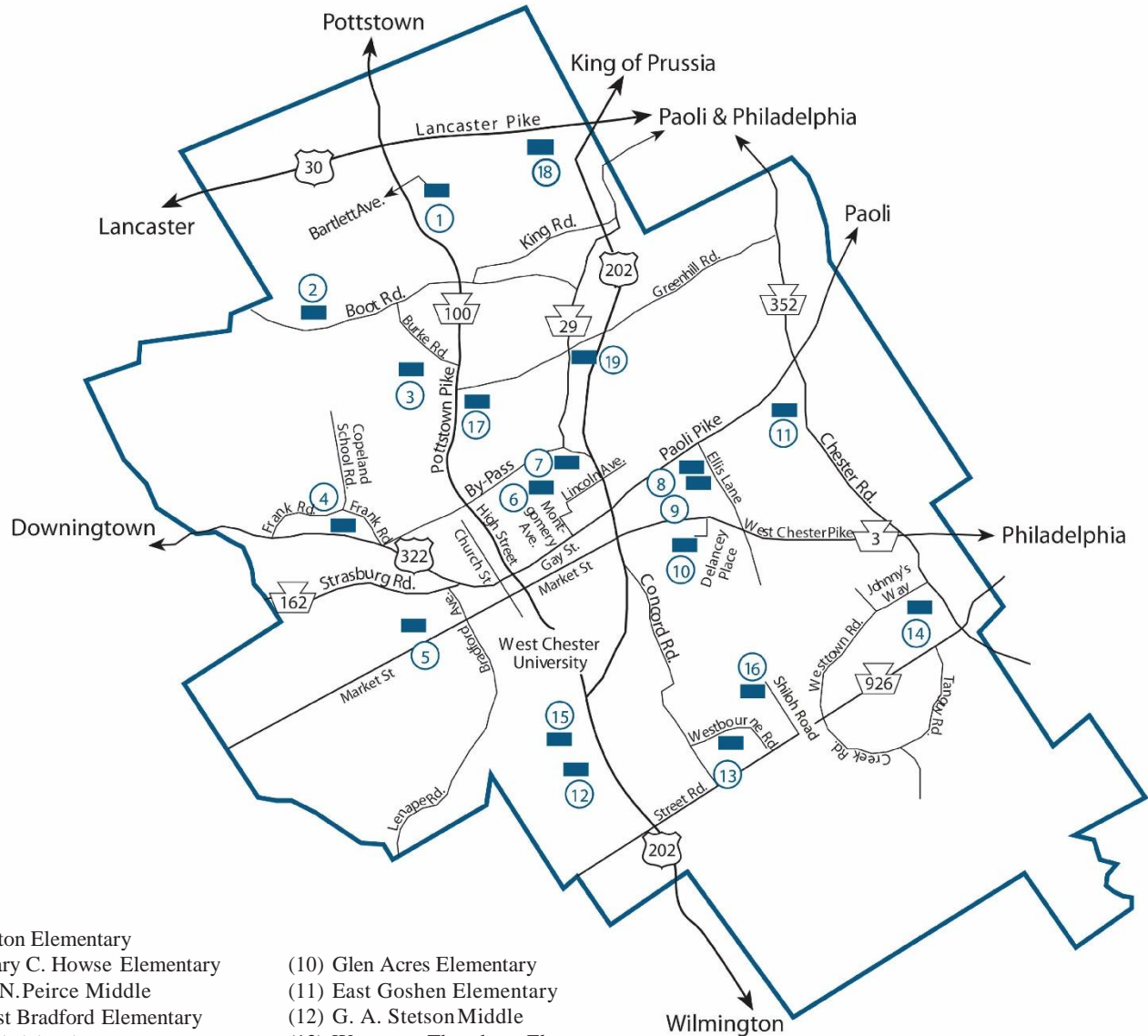


Site Map

West Chester Area School District, 782 Springdale Drive, Exton, PA 19341

Telephone: 484-266-1000 • Fax: 484-266-1175 • Website: www.wcasd.net

Facebook: [facebook.com/WestChesterAreaSchoolDistrict](https://www.facebook.com/WestChesterAreaSchoolDistrict) Twitter: [@WestChesterASD](https://twitter.com/WestChesterASD)



- | | |
|------------------------------|---------------------------------------|
| (1) Exton Elementary | (10) Glen Acres Elementary |
| (2) Mary C. Howse Elementary | (11) East Goshen Elementary |
| (3) E. N. Peirce Middle | (12) G. A. Stetson Middle |
| (4) East Bradford Elementary | (13) Westtown-Thornbury Elementary |
| (5) Hillsdale Elementary | (14) Penn Wood Elementary |
| (6) B. Reed Henderson High | (15) Sarah W. Starkweather Elementary |
| (7) Fern Hill Elementary | (16) Bayard Rustin High |
| (8) J. R. Fugett Middle | (17) Greystone Elementary |
| (9) East High | (18) Spellman Education Center |
| | (19) Facilities & Operations |