

Manheim Central School District

Volunteer Procedures

Thank you for your interest in serving as a volunteer for the Manheim Central School District. Here are the steps you must complete before being approved as a volunteer.

1. Obtain the results for the three clearances below (clearances must be current within 5 years)
 - a. [PA Criminal Clearance \(free\)](#)
 - b. [Child Abuse Clearance \(free\)](#)
 - c. [FBI Criminal History Fingerprinting \(not required if a continuous resident of PA for the past 10 years\)](#)
2. Complete the following forms:
 - a. [Act 24 Arrest/Conviction Report](#)
 - b. [Volunteer Affidavit](#)
3. **Tuberculosis (TB) test results
 - a. Only required for position volunteers (working more than 10 hours per week)
4. Submit your paperwork for approval through [SchoolGate Guardian](#)
5. Await approval as a volunteer. (Typical range 1 week + for Standard or Guest Volunteers; 4+ weeks for Position Volunteers)

Please visit our website for the links to apply for clearances (<https://www.manheimcentral.org/about/volunteering>).

Please note:

- Manheim Central cannot accept clearances from the Department of Public Welfare, only from the Department of Education.
- Volunteers must upload the final clearance results- payment receipts are not acceptable.
- There is only one time to access link and print clearances. Please keep a copy for your records.
- Clearances need to be renewed every 60 months.

Volunteer Type:	Position Volunteer	Guest Volunteer	Standard Volunteer
Description:	An adult applying for or holding an unpaid position who has 10 or more weekly contract hours with a school or a 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, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.	An adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.	An adult applying to help less than 10 hours a week with a school or program, activity or service. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
Approval:	School Board	Building Principal	Building Principal
Clearances Needed:	PA Criminal Clearance , Child Abuse Clearance , FBI Fingerprinting , Act 24 , Volunteer Affidavit		PA Criminal Clearance , Child Abuse Clearance , Act 24 , Volunteer Affidavit , FBI Fingerprinting -only if you have not lived in PA for the past consecutive 10 years