



ADMINISTRATIVE REGULATION

APPROVED: July 15, 2015

REVISED: March 4, 2020

916-AR-0. VOLUNTEERS

Volunteer Guidelines for Principals/Athletic Directors/Coaches

- Volunteer application sheets should be provided to any prospective volunteer along with the Child Abuse Awareness packet, Administration Regulations for Policy 806 Child Abuse and Policy 916 Volunteers.
- Once completed, the principal, athletic director or coach will make a recommendation regarding the application and sign the form.
- The form must be sent to Personnel with all three required clearances (PA Child Abuse History Certification, PA State Police Criminal Record Information and Federal Criminal History Report) and the Arrest/Conviction Report and Certification Form (Act 29 and Act 82) attached.
- Once the volunteer is approved, Personnel will send a copy of the completed application sheet to the principal, athletic director or coach.
- The principal, athletic director, or coach will notify the volunteer in writing that they have been approved.
- The volunteer will remain on the approved volunteer list unless Personnel is notified by a principal, athletic director or coach that they should be removed.
- All approved volunteers will be required to submit updated clearances every five (5) years in accordance with Act 153.
- All volunteers shall be required to report to the building principal, athletic director or coach within seventy-two (72) hours an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The PDE Form 6004 (Arrest and Conviction Report) shall be used to report these arrest or convictions to the building principal, athletic director or coach. The building principal, athletic director or coach shall immediately advise the Superintendent or his designee of such form.

References:

Board Policy- 806, 916