

*Parkland School District***Checklist for New [& Renewing] Volunteers***(Revised 8/2024)*

- Please use this checklist to complete the paperwork process required to become a volunteer in the Parkland School District.
- **ALL items must be complete** before you submit to your Building Secretary, the Athletic Department, or the Visual & Performing Arts Department, respectively.
- If you have any questions, please contact:
Renee Andrush, Community Relations/HR 610-351-5628.

Individuals will need to complete the following, and submit pages 1-6 with this checklist:

- _____ 1. Volunteer General Information Sheet (complete all applicable sections) **page 1**
- _____ 2. Volunteer Application (complete all applicable sections & sign) **pages 2 & 3**
- _____ 3. Act 34 PA Criminal Record Check Clearance **[dated within one year]** (attach copy) **page 4**
- _____ 4. Act 151 PA Child Abuse Clearance **[dated within one year]** (attach copy) **page 5**
- _____ 5. Act 114 FBI Volunteer Fingerprinting Clearance Certificate **[dated within one year]**
(attach certificate) **page 6**
(Complete ONLY if you have **NOT** lived in PA for the past 10 years)
- OR -**
- _____ 6. Volunteer Affidavit (complete if Act 114/FBI is not required) **page 6**
(Complete ONLY if you have lived in PA for the past 10 years)
- _____ 7. Arrest/Conviction Form
- _____ 8. Please retain copies of clearances for your records. Parkland School District will not be able to provide copies after packet is submitted.
- _____ 9. Please note your clearance expiration dates. Notification of expiration will not be sent by the district.

Signature: _____

Date: _____

IMPORTANT: Please read Policy 916 (related to Volunteers), Policy 806 (related to Child Abuse), and Policy 824 (Maintaining Professional Adult/Student Boundaries). These policies can be found online at www.parklandsd.org

**You will be contacted via email regarding the status of your Volunteer Application.*