



Book	Policy Manual
Section	900 Community
Title	Volunteers Effective July 1, 2026
Code	916
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Purpose

The Board supports and encourages the participation of persons in parental relation and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[2\]](#)

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[\[3\]](#)

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[4\]](#)[\[5\]](#)

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[\[3\]](#)

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[3]

Person in parental relation - a custodial biological or adoptive parent, noncustodial biological or adoptive parent, guardian of the student, or person with whom a student lives and who is acting in a parental role of a student.

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]

Visitor - a parent in parental relation, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]

Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[5]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position 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, coaches, tutors, club/activity advisor, recess or library aides, field trip chaperones, etc.
2. **Guest Volunteer** - 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.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Guest Volunteer

Each prospective guest volunteer shall complete and submit a volunteer application.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, guest volunteers shall be placed on the list of approved building volunteers.

Approval shall be required prior to beginning service as a guest volunteer.

Position Volunteer

Each prospective position volunteer shall complete and submit a volunteer application and applicable certifications.

The names of all position volunteers shall be submitted for approval by the School Board.

Position Volunteer Applicant Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[5\]](#)
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[5\]](#)
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[4\]](#)[\[5\]](#)[\[7\]](#)

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information: [\[5\]](#)

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a position volunteer.

Information submitted by position volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[\[8\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[5\]](#)

Tuberculosis Test

Prior to participating in student activities, position volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[9\]](#)[\[10\]](#)

Arrest Or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, 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.[\[7\]](#)

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence. [\[7\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution. [\[7\]](#)

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations. [\[11\]](#)[\[12\]](#)

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training. [\[12\]](#)[\[13\]](#)[\[14\]](#)

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal. [\[15\]](#)[\[16\]](#)

Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Legal

[1. 24 P.S. 510](#)

2. Pol. 824

[3. 23 Pa. C.S.A. 6303](#)

[4. 23 Pa. C.S.A. 6344](#)

[5. 23 Pa. C.S.A. 6344.2](#)

6. Pol. 907

[7. 23 Pa. C.S.A. 6344.3](#)

[8. 23 Pa. C.S.A. 6344.4](#)

[9. 24 P.S. 1418](#)

[10. 28 PA Code 23.44](#)

[11. 23 Pa. C.S.A. 6311](#)

12. Pol. 806

13. Pol. 123

14. Pol. 123.1

15. Pol. 216

16. Pol. 113.4

[23 Pa. C.S.A. 6301 et seq](#)

[29 U.S.C. 201 et seq](#)

[42 U.S.C. 12101 et seq](#)

[43 P.S. 333.101 et seq](#)

[43 P.S. 951 et seq](#)

[53 P.S. 6926.1901 et seq](#)

[53 P.S. 6926.301 et seq](#)

[72 P.S. 7301 et seq](#)

Pol. 103

Pol. 123.2

Pol. 606

Pol. 718

Pol. 805

Pol. 916



East Stroudsburg Area School District

Maximizing Today's Potential for Tomorrow's Success!



#916 - Attachment 1

EAST STROUDSBURG AREA SCHOOL DISTRICT VOLUNTEER APPLICATION

☐ **Position Volunteer*** -- Are you applying as a: ☐ 1st Time Applicant **OR** ☐ Renewal

Position Volunteer – An adult applying for or holding an unpaid position 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 may include, but are not limited to coaches; tutors, club/activity advisors, recess or library aides, field trip chaperones, etc. – ***REQUIRES ADVISOR/PRINCIPAL/SCHOOL BOARD APPROVAL AND CLEARANCES AS LISTED BELOW.**

☐ **Guest Volunteer**** -- Are you applying as a: ☐ 1st Time Applicant **OR** ☐ Renewal

Guest Volunteer – An adult who voluntarily provides a service to the district, without compensation, who works directly under the supervision and direction of a school administrator, a teacher, or other member of the school staff and does not have direct volunteer contact. - Examples may include, but are not limited to: PTO/PTA members, adults volunteering to assist in classroom celebrations, school assemblies, school concerts, reading to students; participating in "Career Day"; collecting tickets at sporting events; working concessions stands, bookstore, or school store, etc. –

****REQUIRES ADVISOR/PRINCIPAL APPROVAL – CLEARANCES NOT REQUIRED.**

Name: _____

Phone Number: _____ Email: _____

Student(s) Name (if applicable): _____

I would like to volunteer at _____ for the 20__ - 20__ school year.

(Please submit a separate application to the building principal for each school you wish to volunteer.)

List any program(s) and/or activity for which you would like to volunteer: _____

FOR SCHOOL USE ONLY:

Guest Volunteer:

Advisor's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Position Volunteer:

Advisor's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Please answer the following:

Do you seek approval to operate school district owned, non-passenger vehicles: ☐ YES ☐ NO

If YES: Pennsylvania Driver's License # _____ Expiration Date _____

(Provide a copy of your valid Pennsylvania driver's license.)

Review Policy #916: www.esasd.net > Board of Education > Board Docs > Policies

As a volunteer to the East Stroudsburg Area School District, I understand that I am **not an employee** and will not receive any monetary compensation for the work that I perform.

I understand that I am **not entitled to workers' compensation or group medical and hospital benefits** from the East Stroudsburg Area School District. My personal insurance will apply while I am serving as a volunteer.

I understand that the East Stroudsburg Area School District **does not provide auto insurance coverage** for my personal vehicle. My personal vehicle insurance will apply to my vehicle if I use it while I am serving as a volunteer.

I agree to follow all safety rules and all instructions from my supervisor. I understand that if I do not follow such rules and/or instructions, I may be terminated as a District volunteer without formal or due process proceedings.

My signature indicates that I understand the conditions stated above, that I have been provided the above-mentioned policy, that I will follow all applicable rules, procedures, policies and instructions, and that all information provided by me is true.

I further authorize the East Stroudsburg Area School District to investigate my background now or in the future to verify information provided. This investigation may include such information as criminal convictions, driving records (if appropriate), previous employers and educational institutions, personal references, employment references, and other appropriate sources. I acknowledge that the school district is not obligated to, and will not, share with me the results of this investigation, and without limitation hereby release the school district and all persons and/or corporations supplying information concerning my background from any liability in connection with its release or use.

Name: _____

Signature: _____ Date: _____

DISCLOSURE STATEMENT
APPLICATION FOR UNPAID/VOLUNTEER POSITION

Required by the Pennsylvania Child Protective Service Law
 23 Pa.C.S. § 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking an unpaid/volunteer position and I **AM NOT** required to obtain the Federal Bureau of Investigations (FBI) Criminal History Clearance as:

- I have been a resident of Pennsylvania during the entirety of the previous 10-year period; **OR**
- I have received the FBI Criminal History Clearance from the Pennsylvania Department of Human Services (DHS) at any time since establishing residency in Pennsylvania and provided a copy of my result to the person responsible for the selection of volunteers.

I understand that the above exceptions do not apply to volunteers in a child day-care center, group day-care home or family child-care home.

I swear/affirm that I have not been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under federal law or the law of another state:

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children)

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

I swear/affirm that I have not been convicted of a felony offense under Act 64 of April 14, 1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five (5) years.

I swear/affirm that I have not been named in the Statewide database as a perpetrator of a founded report of child abuse within the past five (5) years.