VOLUNTEER CHECKLIST

All documents mentioned below are to be submitted to the Human Resources Department at the District Office along with this checklist. For your convenience you can email the checklist and documents to clearances@conestogavalley.org. If you have any questions, please call the Human Resources Department at 717-397-2421 x0008.

☐ PA State Police Criminal Record Check **CERTIFICATE** https://epatch.pa.gov/home

☐ Pennsylvania Child Abuse History Clearance **CERTIFICATE** www.compass.state.pa.us/cwis/public/home

☐ Volunteer Self-Reporting Commitment Form.

☐ Volunteer Acknowledgement Form of Policies 916 and 806, Conestoga Valley School District.

Choose ONE of the following TWO documents

☐ FBI Criminal History Clearance (only if you have NOT been a resident of Pennsylvania for 10 consecutive years).

- Go to https://www.identogo.com/locations/pennsylvania to access the website.
- Select Digital Fingerprinting option at the bottom of the page
- Enter the Service Code: 1KG6ZJ
- Click on Go
- Complete Registration and Schedule an appointment at a fingerprint collection site.
- This fee is paid at the fingerprint site. Major Credit Cards as well as money orders or cashier's checks payable to MorphoTrust will be accepted. NO cash transactions or personal checks will be accepted.
- Once a volunteer submits their fingerprints, they will receive a receipt with their UEID number. The volunteer must present their UEID number to the school District.

OR

☐ Disclosure Statement Application for Volunteers (if you have been a resident of Pennsylvania for 10 consecutive years).

NAME: _____

PHONE: _____

EMAIL: _____

SCHOOL(S):_____