York Suburban School District

Volunteer Packet Checklist

To ensure your application is received and processed promptly, please email all paperwork to volunteer@yssd.org or drop it off at the District Office (1800 Hollywood Road) during business hours (M-F 8 a.m.-4 p.m.). Call 717-885-1210 if you have questions or need additional assistance.

Volunteer Packet Includes:
Volunteer Application
Disclosure Statement for Volunteers
Arrest/Conviction Report and Certification Form
Volunteer Tuberculosis Test (needed if volunteering more than 10 hours a week)

In addition to the application and forms listed above, volunteers must obtain and submit the following clearances.

Clearances are obtained and paid for by volunteers.
Clearances obtained within the last five years will be accepted.

☐ **PA State Police Criminal Background Check** – No Cost
- Select "New Volunteer Record Check" and follow the instructions on the website.
- Print a copy of the certification form to submit with your application.

☐ **Pennsylvania Child Abuse History Clearance** – No Cost
- Clearance may take up to 14 days to receive.
- Print a copy of the clearance to submit with your application

☐ **FBI Fingerprints** (Federal Criminal History) – Fee Charged
- If you have lived in PA for more than 10 years, you are exempt from this clearance but must complete the appropriate area on the Disclosure Statement for Volunteers.
- If you have **NOT** lived in PA for more than 10 years, you are required to obtain this clearance.
- Visit the Commonwealth of Pennsylvania website for answers to frequently asked questions or to learn more about the process.
- The Department of Human Services (DHS) Volunteer fingerprinting code is: **1KG6ZJ**

York Suburban School District

Volunteer Application

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Name: _____ Date: _____

Address: _____

Email Address: _____ Phone: _____

I am applying to be a (select one):

☐ Temporary Volunteer (less than 10 hours a week) ☐ Regular Volunteer (10+ hours a week/TB test required)

I am interested in volunteering at (check all that apply):

☐ York Suburban High School ☐ East York Elementary ☐ Valley View Elementary

☐ York Suburban Middle School ☐ Indian Rock Elementary ☐ Yorkshire Elementary

Area/Program of Interest for Volunteering: _____

Volunteer Agreement

☐ I agree that I enter this Volunteer Program of my own free will, to serve without pay, understanding that I am not an employee or agent of York Suburban School District.

☐ I have read and understand Policy No. 916/Volunteers and Policy No. 806/ Child/Student Abuse. I agree to comply to both policies and will immediately report suspected child abuse as required.

☐ I agree that as a volunteer I am a mandated reporter within the meaning of the Child Protective Services Law and acknowledge I am required by law to report instances of suspected child abuse. I am aware that the District strongly encourages its volunteers complete the free online training available from the Child Welfare Resource Center.

Your signature (including electronic signature) verifies you will adhere to the terms and conditions of the Volunteer Agreement as outlined above.

Volunteer Signature: _____ Date: _____

Principal/Athletic Director Signature: _____ Date: _____

FOR INTERNAL USE ONLY

☐ Approved Temp. Volunteer

☐ Approved Regular Volunteer

☐ Not Approved to Volunteer

Board Approval Date: _____

ITEM	DATE COMPLETED	RECORD
State Police Clearance		☐ No ☐ Yes
Child Abuse Clearance		☐ No ☐ Yes
FBI Clearance/Disclosure		☐ No ☐ Yes
TB Test Results		☐ No ☐ Yes

HR Signature: _____ Date: _____

York Suburban School District

Disclosure Statement for Volunteers

Required by the Child Protective Service Law when FBI Fingerprint/Federal Criminal History is not being submitted. Refer to 23 Pa. C.S. Section 6344.2 relating to volunteers having contact with children.

Name: _____ Social Security #: _____

Address: _____

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

☐ I have been a resident of Pennsylvania for **more than 10 years**. If necessary I will provide copies of established residency during the entirety of the previous ten-year period.

I swear/affirm that I am seeking a volunteer position and **WILL BE** required to obtain a certification through the Federal Bureau of Investigation (FBI) as (check one):

☐ I have been a Pennsylvania resident less than 10 years (fingerprints required)

☐ I am NOT currently a Pennsylvania resident (fingerprints required) - IdentoGo UEID#:_____

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for approval of volunteers activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above or as listed in the Arrest/Convictions form, I commit a misdemeanor pursuant to Section 4903 of the Crimes Code and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

Volunteer Signature: _____ Date: _____

York Suburban School District

Arrest/Conviction Report and Certification Form for Volunteers

Required under Act 24 of 2011 and Act 82 of 2012.

Section 1. Personal Information

Name: _____ Date of Birth: _____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

☐ I affirm that I have NOT been charged, arrested, indicted or convicted of an offense or offenses specified under 24 P.S. § 1-11(e) or (f.1) ("Reportable Offenses"). See next page for more information.

☐ I HAVE been charged, arrested, indicted or convicted of an offense or offenses specified under 24 P.S. § 1-11(e) or (f.1) ("Reportable Offenses").

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

_____

_____

Section 3. Child Abuse

☐ I affirm that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

☐ I HAVE been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Volunteer Signature: _____ Date: _____

LIST OF REPORTABLE OFFENSES

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

A reportable offense enumerated under 24 P.S. § 1-114(e) consists of any of the following:

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- 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 2910 (relating to luring a child into a motor vehicle or structure)
- 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 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of a child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of: The United States; or one of its territories or possessions; or another state; or the District of Columbia; or the Commonwealth of Puerto Rico; or a foreign nation; or under a former law of this Commonwealth

A reportable offense enumerated under 24 P.S. § 1-114(f.1) consists of any of the following:

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-114 (e), if less than (10) years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-114 (e), if less than (5) years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under *75 Pa.C.S. § 3802(a), (b), (c) or (d)* (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under *75 Pa.C.S. § 3803* (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.