VOLUNTEER CHECKLIST

All documents mentioned below are to be submitted to 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 District Office at 717-397-2421.

☐ 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

☐ Disclosure Statement Application for Volunteers (**IF** you **HAVE** been a resident of PA for 10 consecutive years)

OR

☐ 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.

CONTACT INFORMATION

NAME: _____

PHONE: _____

EMAIL: _____

CONESTOGA VALLEY SCHOOL DISTRICT

VOLUNTEER SELF-REPORTING COMMITMENT FORM

Required by SD Policies 916 (Volunteers); 806 (Child Abuse); 818 (Contracted Services); [819 (Background Checks)]

This form supplements PDE-6004 Arrest/Conviction Report and Certification Form.

I swear/affirm to all of the following information:

Name _____

Address _____

_____I am not a Pennsylvania resident _____I have been a Pennsylvania Resident since _____

_____ I have provided the District with a Pennsylvania State Police Criminal History Report, a Federal Criminal History Report, and a Pennsylvania Department of Human Services Child Abuse Report, in all cases dated within the past 1 year.

_____ I have not provided these items, but have submitted requests for the required reports, and have provided the District with copies of the request documents.

I have never been named as a perpetrator in a founded or indicated report of child abuse.

Except as noted below, I have not been arrested or convicted for any of the following offenses under the Pennsylvania Crimes Code (Title 18 of the Pennsylvania Consolidated Statutes) or other statute as indicated below or a similar crime under the law of any other state, the United States, a United States territory or possession, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation.

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2706 (relating to terroristic threats)
Section 2709 (relating to harassment)
Section 2709.1 or former Section 2709(b) (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 (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)
Any offense under "The Controlled Substance Drug, Device and Cosmetic Act," 35 P.S.§ 780-101 *et seq.*
Any offense under the "Pennsylvania Uniform Firearms Act," 18 P.S. § 6101 *et seq.*
Any offense under 75 Pa.C.S. § 3802 (relating to driving under influence of alcohol or controlled substance)

Details of arrests or convictions: _____

_____

I will immediately report to the District (and to my employer if I am employed by an employer that has a contract with the District) if at any time in the future while still employed by or providing services to the District I am arrested or convicted for any offense as set forth above [or any other offense under any criminal code] – or if I am named as a perpetrator in a founded or indicated report of child abuse.

The above information is true and correct. This statement is made subject to penalties of criminal law for false statements to government officials.

Date _____

Name _____
type/print

Signature _____

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

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

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/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 swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(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), or an equivalent crime under Federal law or the law of another state.

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

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one

of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

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 employment decisions or the administrator of a program, 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 clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

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 clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

CONESTOGA VALLEY SCHOOL DISTRICT

VOLUNTEER ACKNOWLEDGEMENT
OF POLICY NO. 916/VOLUNTEERS AND POLICY NO. 806/CHILD ABUSE

Required by SD Policy 916 (Volunteers)

I have read, understand, and agree to comply with all provisions of School District Policy No. 916/Volunteers and Policy No. 806/Child Abuse.

Date _____ Name _____
type/print

Signature _____