Human Resources
701 Clay Avenue, Tyrone, PA 16686
Phone: 814-684-0710 Ext. 4142
Fax: 814-684-8408
Email: krraling@tyrone.k12.pa.us

TYRONE AREA SCHOOL DISTRICT
GUEST VOLUNTEER PAPERWORK

The following paperwork is required for Position Volunteers in the Tyrone Area School District. It is the volunteer's responsibility to apply for clearances and submit all paperwork to the respective building Main Office Administrative Assistant.

1. **Guest Volunteer Disclosure Form**

2. **Arrest/Conviction Report and Certification Form (under Act 24 of 2011 and Act 82 of 2012)**
   a. Sign and return

3. **Act 34 State Police Criminal Record Check**
   a. Go to https://epatch.pa.gov/home
   c. Click on "New Volunteer Record Check"; the fee is waived for unpaid volunteers
   d. Enter your information, print out the record check, and submit to the Main Office Secretary

4. **Act 151 Child Abuse History Clearance**
   a. Visit www.compass.state.pa.us/cwis (Child Welfare Portal) click on Create Individual Account and enter the information to create your Individual Login. Login and follow the instructions. For purpose of clearance, select Volunteer. The fee is waived for unpaid volunteers. Applicants can receive their results via email and will be able to print their results from any computer. Once completed bring a copy to the Main Office Secretary.

5. **Disclosure Statement – Application for Unpaid/Volunteer Position** – Required by the PA Child Protective Services Law 23 Pa. C.S.6344.2 (relating to volunteers having contact with children)

   If you HAVE BEEN a resident of Pennsylvania during the entirety of the previous ten (10) year period please complete and return the Disclosure Statement Application for Unpaid/Volunteer Position included in the volunteer packet.

   This clearance only needs completed IF a volunteer HAS NOT been a resident of Pennsylvania during the entirety of the previous ten (10) year period.
   If you have been a resident of Pennsylvania less than 10 years the volunteer must submit an Act 114 Federal Criminal History Record Check – information below:

   Act 114 Federal Criminal History Record Check - New fingerprint vendor, IDEMIA
   a. You need to pre-register before being fingerprinted
   b. Go to https://uenroll.identogo.com
   c. Enter the Service Code 1KG6Y3 for PDE Volunteer
   d. Click on Schedule or Manage Appointment; complete the fields and click on Next until all registration pages are complete.
   e. When registering you have the option to schedule an appointment to have your fingerprints taken. Appointments are not required but are recommended.
   f. Payment is due at the time of fingerprinting, $21.35, which can be paid by money orders, cashier's check, or major credit cards.
   g. Once fingerprinted, bring the IdentoGo Receipt to the Business Office
   h. If you don't have internet access call 1-844-321-2101 to pre-register

*** Note: Clearances and training must be updated every five years.**

Submit completed Guest Volunteer Paperwork to the Main Office Administrative Assistant in the building/grade level where you will be volunteering.

It is the policy of the Tyrone Area School District not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.
Please direct questions about this policy to the Superintendent of Schools, at 814.684.0710 Ext. 4123.

Central Administrative Offices
701 Clay Avenue◆Tyrone, PA 16686
Phone: 814-684-0710
Fax: 814-684-8408

Tyrone Area Elementary School
601 Clay Avenue◆Tyrone, PA 16686
Phone: 814-684-1342
Fax: 814-684-2149

TYRONE AREA SCHOOL DISTRICT
Soaring Forward to Explore, Challenge and Succeed

www.tyrone.k12.pa.us

Tyrone Area Middle School
1001 Clay Avenue◆Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-682-1013

Tyrone Area High School
1001 Clay Avenue◆Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-684-4245

GUEST VOLUNTEER DISCLOSURE FORM

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; chaperoning field trips; participating in "Career Day," etc.

Name:_____
Last First Middle Initial

Present Address:_____City:_____

State:_____Zip:_____Social Security No: xxx-xx-_____Home/Cell Phone:_____

Resident of Pennsylvania since (Month/Day/Year):_____Email:_____

Volunteer for:_____Teacher:_____

Description of Duties:_____

I apply for the position of volunteer with full understanding of the following:

1. This is not a paid position through the Tyrone Area School District and will not become a paid position.

2. I agree to read/review the following Tyrone Area School District Policies and Procedures
   a. School Volunteers
   b. Sexual Harassment Against Students and Employees
   c. Student Accidents
   d. Hazing
   e. Drugs and Alcohol
   f. Student Discipline
   g. Coaches Safety Guidelines

3. I understand that while I am a volunteer, I am subject to supervision by the School District and if at any time, the School District feels it necessary to terminate my service, they may do so.

I swear and affirm that I have not been named as a perpetrator of a founded report for child abuse or founded a report for school employees as defined in the Child Protective Services Law.

I swear and affirm that I have not been convicted of any violations of Title 18 of the Pennsylvania Consolidated Statutes or equivalent crimes in another state.

The information I have provided on this application is true and complete to the best of my knowledge and any falsified information may be justification for my removal if discovered later.

Volunteer's Signature:_____ Date:_____

Supervisor's Signature:_____ Date:_____

Administrator/Athletic Director:_____ Date:_____

Policy Appr: 11/12/2019
Policy Revised: 09/08/20
02/05/2020
TASD/flg

"It is the policy of the Tyrone Area School District not to discriminate on the basis of gender, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI. Please direct questions about this policy to the Superintendent of Schools at 814.684.0710 Ext. 4123."

Arrest/Conviction Report and Certification Form

(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____ Date of Birth: _____

Other names by which you have been identified:

_____

Section 2. Arrest or Conviction

☐ By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

☐ By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

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

☐ By checking this box, I state 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.

☐ By checking this box, I report that 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.

Signature Date

Instructions

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.

List of Reportable Offenses

A reportable offense enumerated under 24 P.S. §1-111(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 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. §1-111(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. §1-111(e), if less than (10) ten 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. §1-111(e), if less than (5) five 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.

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.

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 listed on the previous page or am named as perpetrator in a founded or indicated report of child abuse, I must provide the administrator or designee with written notice not later than 72 hours after my arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database. I understand that, if I willfully fail to disclose this information, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including termination from or denial of a volunteer position.

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 for or convicted of an offense listed on the previous page or was named as perpetrator in a founded or indicated report of child abuse, or I have provided written notice of a new arrest, conviction, or notification of substantiated child abuse as described above, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications and the cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that certifications obtained for volunteering purposes may only be used to apply to volunteer or to serve as a volunteer and cannot be used for employment purposes.

I understand that nothing in the Child Protective Services Law (23 Pa.C.S. Chapter 63) shall be interpreted to otherwise interfere with the ability of the employer or other person responsible for a program, activity or service from making employment, discipline or termination decisions or from establishing additional standards as part of the hiring or selection process for employees or volunteers.

I understand that the employer, administrator, supervisor, other person responsible for employment decisions or other person responsible for the selection of volunteers is required to maintain a copy of my certifications.

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 18 Pa.C.S. § 4903 (relating to crimes and offenses).

Applicant:		Signature:		Date:	
Witness:		Signature:		Date:	

If the volunteer is a minor:

Parent or Guardian:		Signature:		Date:	