

WALLINGFORD SWARTHMORE

SCHOOL DISTRICT

Volunteer Guidelines and Directions

Background: The Wallingford-Swarthmore School District supports the participation of the community as volunteers to enhance its programs. There are two types of volunteers, Position Volunteers and Guest Volunteers, as defined below.

- **Guest Volunteers** are those that work under the supervision of a staff member and therefore will not be responsible for the care, supervision, guidance or control of children. Examples of Guest Volunteers are:
 - ✓ Classroom volunteers working in the classroom or hallways during the instructional day under the general supervision of the teacher
 - ✓ Chaperones working with students as part of a larger group that is monitored by a certificated staff member

In order to become a Guest Volunteer, all you need to do is submit your name when the teacher or staff member requests volunteers and wait for their approval. No background clearances are needed for Guest Volunteers.

- **Position Volunteers** are those that will be responsible for the care, supervision, guidance or control of children, and will have routine interaction with children. All Position Volunteers will be required to complete the Volunteer Application and have background clearances on file. Examples of Position Volunteers are:
 - ✓ Volunteer Coaches
 - ✓ Field trip chaperones independently responsible for students, other than their own child
 - ✓ Volunteers working after school to provide programs where classroom teachers are not present

In order to become a Position Volunteer, follow these directions:

1. Complete the *Volunteer Application (for Position Volunteers only)* [Electronic users click here](#)
2. Complete all required background clearances as explained below
3. Once completed, submit the application and clearances, **at the same time**, to the main office of your child's school

Guidelines about completing Background Clearances:

- Directions and forms for completing background clearances are located on the District's website in the Human Resources Volunteer section under the Departments tab. [Electronic users click here.](#)
- There are three different types of background clearances: PA Child Abuse, PA Criminal, and the FBI Fingerprint. All three are required except for the FBI fingerprint background check, if you have lived in PA for at least 10 years and have not been convicted of any crime, as listed on the Information Sheet.
- Presently, the cost for volunteers to get the child abuse and criminal background checks has been waived. The cost for the FBI check is \$27.00.
- Clearances must be renewed after five years. New volunteers must have clearances less than five years old.

WALLINGFORD SWARTHMORE

SCHOOL DISTRICT
HUMAN RESOURCES

200 S. PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086

PHONE (610) 892-3470 ext. 1405

FAX (610) 892-3497

Instructions to apply for a Child Abuse Clearance:

Go to the website: www.compass.state.pa.us/cwis

- ❖ When the page opens up, go to CREATE INDIVIDUAL ACCOUNT
- ❖ Then create a Keystone I.D. (which you make up)

Instructions to apply for a Criminal Background Check:

Go to the website: <https://epatch.state.pa.us/Home.jsp> - then choose either:

- ❖ SUBMIT A NEW RECORD CHECK if you are an employee or a job applicant
- ❖ NEW RECORD CHECK (VOLUNTEERS ONLY) if you are a volunteer

Instructions for applying for an FBI Background Check:

Go to the website:

<https://uenroll.identogo.com>

or you may call 844-321-2101 (you will need the service code listed below)

- Once the website opens up, please select “Services by State” and choose PENNSYLVANIA
- Then choose “DIGITAL FINGERPRINTING”
- You will then be asked for a SERVICE CODE.
- **The SERVICE CODE FOR APPLICANTS AND NEW HIRES IS: 1KG6XN**
- **The SERVICE CODE FOR VOLUNTEERS IS: 1KG6Y3**
- Please follow the process from there

Costs for the Clearances

	<u>Volunteer*</u>	<u>Employee or Job Applicant</u>
-Child Abuse Clearance	No Charge*	\$10.00
	*As long as volunteer has not requested a Child Abuse Clearance In the previous 57 months.	
-Criminal Background Check	No Charge	\$22.00
-FBI Background Clearance	**\$21.35	\$22.60

****VOLUNTEERS ONLY:** FBI Clearance is not required if you have been a continuous resident of the commonwealth of PA for the last 10 years and you have not been convicted of specific crimes in another state. If you have not been a continuous Resident; then you are required to have an FBI Clearance.

Revised 4/3/2018

WALLINGFORD SWARTHMORE SCHOOL DISTRICT

VOLUNTEER APPLICATION (FOR POSITION VOLUNTEERS ONLY)

Complete this form and necessary clearances for volunteer activities where you will be responsible for the care, supervision, guidance or control of children, and will have routine interaction with children. For further clarification, refer to the Volunteer Guidelines on the District's website under the Departments tab. Begin this process at least three weeks prior to the activity in order for all clearances to be obtained. Submit this sheet, along with all necessary clearances, to the school's main office. Please submit all documents together.

Name _____ Gender _____ Date of Birth _____ Social Security # (last four digits) _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Cell _____ Email _____

School Year _____ School Building _____ Staff Member You Will Be Working With _____

Volunteer Assignment(s) _____

Emergency Contact Information:

Name _____ Phone _____ Relationship _____

According to school district policy and Pennsylvania law, Position Volunteers are required to secure background clearances before the assignment may commence. There are three different types of background clearances: PA Child Abuse, PA Criminal, and the FBI Fingerprint. If you have lived in Pennsylvania continuously for 10 or more years, the FBI fingerprint background clearance may be waived if you are able to affirm that you have not been convicted of any crime, in another state, similar to the convictions listed on the back of this form.

Do you affirm that you have not been convicted of any crime, in another state, similar to the convictions listed on the back of this form? Yes No # of Years as a PA Resident _____

If you answered yes and have lived in PA for 10 or more years, you do not need to complete the FBI Fingerprint clearance.

After completing this form, submit this along with all necessary clearances to the school's main office.

Volunteer's Signature _____ Date _____

This section to be completed by Principal/Athletic Director	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Principal's/Athletic Director's Signature _____	Date _____	

This section to be completed by Human Resources	Background Clearances Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> PA Criminal History <input type="checkbox"/> PA Child Abuse History <input type="checkbox"/> FBI Fingerprint
Director of Human Resources Signature _____	Date _____