



Williamsport Area School District

Office of Human Resources

TO: All WASD Administrators and Administrative Support

FROM: Anne Logue, Director of Human Resources

SUBJECT: Volunteers and Clearances

DATE: August 2015

As defined in the Williamsport Area School District Community Volunteers Policy (Policy # 916):

Short-Term Volunteer – a volunteer who voluntarily performs a service for the School District for a single event, a consecutive series of days, or several nonconsecutive days for a period of 10 or fewer school days per school year.

Long-Term Volunteer – a volunteer who voluntarily performs a service for the School District for more than 10 school days per school year, whether or not such service is performed consecutively. Any volunteer who accompanies students on an overnight trip shall be deemed to be a Long-Term Volunteer.

Effective July 1, 2015, all prospective **short-term** volunteers must complete the Act 153 Volunteer Affidavit prior to commencement of service. This completed affidavit must be retained in the school office or other appropriate administrative office (i.e. Athletic Director) for which the volunteer is based.

Effective July 1, 2015, all prospective **long-term** volunteers must obtain the following clearances prior to the commencement of service: Act 34 PA State Police Criminal Record Check and Act 151 Child Abuse History Check. Additionally, an Act 114 FBI Background Check is required. However, if the long-term volunteer has been a Pennsylvania resident continuously for the past 10 years, he/she may complete the Act 153 Volunteer Affidavit in lieu of obtaining the FBI Background Check. The completed Affidavit must be retained in the school office or other appropriate administrative office (i.e. Athletic Director) for which the volunteer is based. Originals of all required clearances must be reviewed and copies retained in the school office and/or other appropriate administrative office (i.e. Athletic Director) for which the volunteer is based. If the long-term volunteer has the above referenced clearances and they are not more than one year old at the time the volunteer commences his/her service, these clearances are

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acceptable and copies must be retained in the school office and/or other appropriate school administrative office (i.e. Athletic Director) for which the volunteer is based.

IMPORTANT: If a long-term volunteer is required to obtain a FBI Background Check, a copy must be forwarded to Jolene Waldrab in Human Resources for cogent id verification.

IMPORTANT: If any of the clearances obtained by the volunteer show any violations/convictions, please contact Anne Logue in Human Resources for further review.

Effective August 25, 2015, if a long-term volunteer continues as a long-term volunteer from year to year, he/she must obtain clearances every 60 months. Timeframes for renewed clearances are based upon the date of each individual clearance. It is necessary for the person, designated responsible for volunteer clearances in the school or administrative office (i.e. Athletic Director), to monitor the dates of clearances for long-term volunteers continuing from year to year to ensure the volunteer renews his/her clearances.

The volunteer should be directed to our Human Resources Website, Employee Clearances, for specific directions on how to apply for all applicable clearances.

The District will reimburse the volunteer up to a maximum of \$30.00 for the costs associated with the Federal Criminal History Record (FBI) upon verification by the principal or his/her designee that the volunteer has met the requirements of active volunteering in the District for a minimum of 20 hours. Reimbursement for such background reports will be made only for new clearances obtained solely for the purpose of serving as a volunteer in the District. The volunteer shall complete the district form "Clearance Reimbursement for Volunteers". Forms that have been verified and signed by the Principal shall be forwarded to the District's Human Resources Department for review and payment.

TB testing is also coordinated by the District's Human Resources Department and is no cost to the volunteer.