

Dear Parents and Guardians,

As we move into a new school year, I would like to inform you of the Coatesville Area School District school board approved policy No. 916: Volunteers. The purpose of this policy is to recognize that volunteers can make valuable contributions to the school district. All schools within the district encourage the use of volunteers subject to the requirements of Applicable Law and this policy.

There are two distinct definitions within the policy regarding volunteers and helpers.

- **Volunteer:** an adult applying for or performing an unpaid position as a volunteer who is responsible for the welfare of a child or children or having direct contact with children. A volunteer may supervise students without the presence of a teacher or certified paraprofessional. Volunteers may undertake activities such as: *field trip chaperones, tutoring students, and assisting before, during or after school activities.*
- **Helper:** an adult who provides help or assistance in an event or function, but who does not meet the definition of a volunteer whereas the helper is not responsible for the welfare, care, supervision, guidance or control of a child or children independently of a teacher or certified paraprofessional. Helpers may undertake activities such as: *class party, cafeteria help, material preparation, assisting a teacher in the classroom.*

Adults who meet the definition of a volunteer under Applicable Law or under this policy shall be required to complete a registration/disclosure form and provide the following:

- a) Act 34 State Police History Report
 - This clearance is free of charge to volunteers and can be found online at <http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VdHIQaHD-1u>
- b) Act 151 Child Abuse Clearance Statement
 - This clearance is free of charge to volunteers and can be found at <https://www.compass.state.pa.us/CWIS>
- c) Act 114 FBI Federal Criminal History Report (not required if you have been a Pennsylvania resident during the entirety of the previous 10 year period)
 - https://www.pa.cogentid.com/index_pdeNew.htm
- d) Tuberculosis Test

Helpers need only to have their photo identification scanned into our Raptor system upon entering into the school building.

If you have any questions regarding this information please contact me so I can further assist you so we can continue to provide our students with the help and support of our community.

Sincerely,

Clifford J. Maloney, Principal

Coatesville Area School District Volunteer Registration and Disclosure Statement

Volunteer Information

School Year: _____

Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____

Emergency Contact Information

Emergency Contact: _____ Phone: _____

Building(s) of Service (please circle)

Caln	East Fallowfield		King's Highway	Rainbow	Reeceville
North Brandywine	Scott	South Brandywine	9/10	11/12	Turning Point

Required Documentation

Valid Photo ID
 Raptor Scan
 Completed Registration
 Act 114- FBI or Written Statement

Act 151 Clearance
 Act 34 Clearance
 TB Test

Please attach copies of these clearances to this application.

My signature below certifies that the above information and attachments are true and accurate to the best of my knowledge.

Signature of Volunteer: _____ Date: _____

Signature of principal or Designee _____ Date: _____

Recorded By: _____ Date: _____