

CKSD - Clearances, Affidavit, Act 126, PIAA Coursework, Etc. - REQUIREMENTS

Revised: 10/01/2023

Board Approved: 10/11/2023

	Guest Volunteer (per Board Policy #916)		Position Volunteer (per Board Policy #916)
#1	Fall Festival	*All	Field Trips
#1	Secret Santa	*All	Overnight Sporting Events
#1	Dances		
#1	Collecting Tickets		
#1	Concessions		
#1	Chain Crew		

	Volunteer Coach 1		Volunteer Coach 2
*All	Shows up at occassional practices	*All	Acts as a paid coach but is a volunteer
		*All	Weight Room Volunteer
		*All	Game Manager
		*All	Assistant Game Manager
		*All	Rides Bus

Definition (Guest Volunteer)	Definition (Position Volunteer)
<p>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; collecting tickets at sporting events; working concession stands; participating in <i>Career Day</i>, volunteering in any Elementary School/Elementary PTO sponsored activities, etc.</p>	<p>An adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.</p>

KEY	
#1. Volunteer Application	Contact Athletic Director
#2. ACT 126	Contact Athletic Director
#3. *Fingerprints	Contact Athletic Director
#4. *Affadavit Only (10 years in PA)	Contact Athletic Director
#5. Criminal Hist. - Act 34 (153) Clearances	Contact Athletic Director
#6. PIAA Coaches Courses	Contact Athletic Director
#7. Child Abuse - Act 151	Contact Athletic Director
#8. TB Test	Occupational Health @ Nason --- Phone:(814) 224-6266

END



Notes:

***Note: #4 Affidavit - Replaces the need for fingerprints as a Position Volunteer if lived in PA for 10 years or more.**

^Administration reserves the right to ask for all clearances and/or deny a volunteer request.

Claysburg Kimmel School District
Position Volunteer Information
Cover Page

In accordance with Policy 916, all volunteers must have a disclosure sheet on file in the Claysburg Kimmel School District Business Office. Please complete the following information and return it to the building administrator in which you are volunteering for his/her signature.

Name: _____

Address: _____

Cell Telephone No.: _____

Home Telephone No.: _____

E-mail address: _____

Student Name (if applicable) _____ **Building:** _____

Description of what you will be doing in the building: _____

Name of employee who you will be working with: _____

PA resident for past ten years: Yes: _____ No: _____

I have been convicted of a crime: Yes: _____ No: _____ **If Yes, explain:** _____

Building Administrator Signature: _____ **Date:** _____

I have received and reviewed a copy of the Claysburg Kimmel School District Volunteer Policy 916. I understand the procedures and responsibilities as a volunteer, and I agree to abide by them.

 Volunteer Print Name

 Volunteer Signature

 Date

CLAYSBURG KIMMEL SCHOOL DISTRICT
531 Bedford Street
Claysburg, PA 16625
Phone (814) 239-5141; Fax (814) 239-5896
www.cksdbulldogs.com

POSITION VOLUNTEER APPLICATION

PERSONAL DATA

Name: _____

Date: _____

Address: _____

Home Telephone: _____

Cell Telephone: _____

E-mail Address: _____

BACKGROUND

CURRENT EMPLOYMENT:

COACHING/YOUTH EXPERIENCE:

REFERENCES:

Name / Title	Address / Telephone Number
1.	
2.	
3.	

Signature of Applicant

Date

Checklist of Required Items

- _____ Current Act 34 Clearance (Criminal Background) <http://www.psp.pa.gov/Pages/default.aspx>
- _____ Current Act 151 Clearance (Child Abuse) <http://www.compass.state.pa.us/cwis/public/home>
- _____ Current FBI Clearance if volunteer has not lived in PA for at least 10 years <https://www.identogo.com/>
- _____ **Affidavit**
- _____ TB Test (within 3 months of approval)
- _____ Act 126 (Mandated Reporters of Child Abuse Training)
- _____ **Volunteer Disclosure**

CLAYSBURG KIMMEL SCHOOL DISTRICT

Administrative Office, 531 Bedford Street, Claysburg, PA 16625 Telephone 814-239-5141

VOLUNTEER AFFIDAVIT

(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: _____ DATE: _____
Address: _____
Telephone: _____
Volunteer Positions Desired: _____

I, _____ (Name), hereby attest that all information provided below is correct and current. I understand that if this any false statements can and will be punishable by law.

- 1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from _____ [date ten years prior to current date], to the current date of this application .
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, 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 2709.1 (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).
- 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).
- The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
- A felony offense under the act of April 14, 1972 (P.L. 233 , No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: _____ Date: _____
Attest/Witness: _____ Date: _____

POSITION VOLUNTEER ACKNOWLEDGEMENT

The undersigned hereby acknowledges that he/she is volunteering to perform services without compensation on behalf of the Claysburg-Kimmel School District and that he/she understands that in the event of any injury to the person or property of said volunteer not directly caused by the neglect of the Claysburg-Kimmel School District acting through its servants and employees, the Claysburg-Kimmel School District shall have no liability therefore under workers compensation laws, tort law, or any other law. Said volunteer also acknowledges his/her understanding that even as to personal or property damage suffered by said volunteer while in the service of the School District which is directly caused by the negligence of the School District, acting through its employees or servants, that the laws of the Commonwealth of Pennsylvania provide that the Claysburg-Kimmel School District is immune from liability for damages therefore subject to certain exceptions provided in said law and that even as to said exceptions, where the School District may be liable, the amount and nature of damages which may be claimed are expressly limited by said law.

In requiring the acknowledgment set forth above, the Claysburg-Kimmel School District does not intend to expand or limit its liability to said volunteer as currently provided under Pennsylvania law. The intent of the School District is simply to provide a clear, concise statement of existing law so that the volunteer may be fully apprised of his or her legal rights with regard to personal injury or property damage prior to volunteering his or her services.

As a volunteer, I agree to abide by all District School Board Policies available on BoardDocs, including but not limited to Policy 916: <https://go.boarddocs.com/pa/clay/Board.nsf/Public>

Volunteer Name (print) _____

Volunteer Signature _____

Date _____

POSITION VOLUNTEER CONFIDENTIALITY AGREEMENT

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer, there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information about a student or family, you will not repeat this outside of the school. This will ensure the protection of our students’ interest and their families and will create a better environment for everyone.

Additionally, there are three laws that govern special education confidentiality. All three regulations indicate that confidentiality must be maintained in relation to special education students

- FERPA (Family Educational Rights and Privacy Act).
- IDEIA (Individuals with Disabilities Education Improvement Act).
- Chapter 14 (Pennsylvania Special Education Guidelines).

Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a student’s disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not carry any written statements or repeat any verbal statements that would divulge the student’s disability outside of the school. In essence, only those who work directly with the student are considered as those with a “need to know.”

If at any time these terms of confidentiality are violated by a volunteer, the Building Principal reserves the right to deny or remove any volunteer violating confidentiality.

By signing this Confidentiality Agreement, I am stating that I will not divulge information about any student or family to any person that does not work directly with the student or to anyone outside of the school.

Volunteer Name (print) _____

Volunteer Signature _____

Date _____

REPORTABLE OFFENSE OBLIGATIONS

POSITION VOLUNTEER

As required by Pennsylvania Statute, I fully understand that:

1. If I am arrested for or convicted of a Reportable Offense that is listed in Policy 916 or named as a perpetrator in a founded or indicated report, I must provide written notification of the same to the District Administrative Office no later than 72 hours after the arrest, conviction, or notification that I have been listed as a perpetrator in the statewide database.
2. If the District has a reasonable belief that I was arrested or convicted of a Reportable Offense that is listed in Policy 916 or was named as a perpetrator in a founded or indicated report, the District can require me to update my clearances before being permitted to continue as a volunteer in the District.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration.

Volunteer Name (print) _____

Volunteer Signature _____

Date _____