“Everybody can be great. Because anybody can serve. You don’t have to have a college degree to serve. You don’t have to make your subject and your verb agree to serve. . .. You only need a heart full of grace. A soul generated by love.”

~Martin Luther King, Jr.

The deadline for submission of Volunteer Application packet is Friday, October 25, 2019. A complete packet must present the following:

- Volunteer Application
- A valid driver's license or state photo ID (to be copied in the office)
- PA Child Abuse Clearance (No cost: Fee waived)
- PA State Police Criminal Record Check (No cost: Fee waived)
- Federal FBI (finger print) check ONLY if you have not lived in Pennsylvania for 10 consecutive years.
- Volunteer Affirmation Form

Approved applications will be valid for 60-months based on the oldest date of the two clearances: PA Criminal Background and Child Abuse.

Front office verification of receipt of materials

Received by: _____________________________ Date: ________________________
WEST OAK LANE CHARTER SCHOOL

VOLUNTEER CODE OF CONDUCT

As a WOLCS Volunteer, I agree to abide by the following code of conduct:

1. I will make the necessary arrangements with the school office or school staff prior to my arrival at the school. (In all cases where permission is not obtained in advance it must be obtained promptly upon entering the building. No Visitor or Volunteer may remain in the school without the permission of the Principal or designated school administrator).

2. Immediately upon arrival at the school and before my departure, I will sign in and out using the Parent Volunteer/Visitor Binder, located at the security desk in the main lobby.

3. I will wear or show a WOLCS issued volunteer/visitor identification whenever required by the school to do so.

4. I will not go directly to a classroom to deliver or “pick-up” students or speak to a teacher unless such visits have been approved previously by a WOLCS administrator or are part of my pre-arranged, approved activities.

5. I will use only adult restroom facilities.

6. I agree to never be alone with individual students without the authorization of teachers and/or school administrators.

7. I will not solicit outside contact with students (i.e. outside the scope of my role at WOLCS).

8. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a WOLCS volunteer or visitor.

9. I agree not to exchange telephone numbers, home addresses, e-mail addresses or other home directory information with students for any purpose, except as indicated in section #8 above.

10. I will maintain confidentiality outside of school and will share any concerns that I may have concerning students with teachers and school administrators and not with volunteer colleagues or friends.

11. I agree to not transport any student without the written permission of the student’s parents or guardians or without the expressed permission of WOLCS administrators.

12. I will not disclose, use, or disseminate student photographs or personal information about any student.

13. I agree not to post, transmit, publish, or display harmful or inappropriate materials / information concerning WOLCS staff or students that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.

14. I agree not to solicit funds or conduct private business with staff during school hours and/or on school premises.

15. I agree to do only what is in the best personal and educational interest of every child with whom I come into contact at WOLCS.

16. I will communicate with administrators any concerns I have during my service.

17. I agree to follow the WOLCS Volunteer/Visitor Code of Conduct always or immediately withdraw from all volunteering activities.

18. I agree to try to attend monthly Parent Organization meetings on the first Wednesday of each month.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT A VALID PHOTO ID AND ALL REQUIRED CLEARANCES
# WEST OAK LANE CHARter SCHOOL
## VOLUNTEER APPLICATION

**FBI Membership ID#** __________

**Full Name** (Please print clearly)

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**Home Address**

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**HOME PHONE**

**Cell or Work Phone**

**E-mail**

Relationship to WOLCS:

- Parent/Guardian
- Grandparent
- Other Family Member
- Family Friend
- Community Member
- None

List all WOLCS student(s) names, grades and room#/Teacher below:

I have lived in Pennsylvania for the past 10 years

- Yes
- No

Do you have any criminal charges pending against you?

- Yes
- No

Have you ever been convicted of a felony?

- Yes
- No

Have you ever been convicted of a sex abuse or criminal related offense?

- Yes
- No

Are there any custody agreements or court orders that would limit or prevent you from access to any WOLCS student(s)?

- Yes
- No

**Remarks:** *If you answer Yes to the offenses question, you must provide a list of charges or offenses.*

Do you have previous volunteer experience?

- Yes
- No
If you have volunteer experience, please tell us where and what you did and provide a reference.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

LIST DAYS AND TIMES THAT YOU ARE AVAILABLE TO VOLUNTEER:
(Check one or more and circle a.m. or p.m.)

☐ Monday_________________ a.m. or p.m.  ☐ Tuesday_________________ a.m. or p.m.
☐ Wednesday______________ a.m. or p.m.  ☐ Thursday_______________ a.m. or p.m.
☐ Friday___________________ a.m. or p.m.

REASON FOR THE APPLICATION:
Indicate the activities in which you would like to be involved at WOLCS. (Check all that apply)

☐ Field trip Chaperone or Guest
☐ Monitor — Hallway, Cafeteria, Playground, Grounds, Classroom
☐ General School Support (i.e. office support)
☐ Instructor, Coach, or Service Provider for a WOLCS extracurricular activity (i.e. Chess, Basketball, etc.)
☐ Classroom Support
☐ School Safety Support
☐ Participate in WOLCS fund-raising events (Pretzel sales and Water Ice Sales)
☐ Support in an after-school activity
☐ Participate in distribution of fundraising merchandise (Giovanni, Shades of Color, Yankee Candle and Candy)
☐ School Greeter, Welcome Representative, or usher
☐ Support with In-School Events (Talent Show)
☐ Member or Officer of the WOLCS Parent Organization
☐ Support in an after-school activity
☐ Participant in WOLCS Parent Organization Sponsored Event
☐ Other Support: _________________________

INDIVIDUAL(S) TO CONTACT IN CASE OF EMERGENCY:
(Name & Relationship to you) ____________________________________________________________

_________________________________________  ___________________________________________
(Address)  (Phone)  (Another Phone #)

I give my permission to have my personal references verified and will hold the West Oak Lane Charter School and any individuals providing the school with information harmless. By signing my name below, I declare under penalty of law, that the information I have provided in this application is truthful and accurate. I specifically declare that I have not suffered convictions for sex abuse or criminal related offenses or for any crimes of violence, and I have no criminal charges pending against me. I also agree to abide by the attached WOLCS Volunteer / Volunteer Code of Conduct.”

______________________________  ______________________________
SIGNATURE  DATE
A West Oak Lane Charter School volunteer who has been a resident of Pennsylvania for 10 consecutive years does not need to submit a Report of Federal Criminal History Record (fingerprinting). However, volunteers must specifically affirm that they have not been convicted of an offense under §6344 of the Pennsylvania Child Protective Services law.

**Affirmation**

I, ______________________________________ have been a Pennsylvania resident during the entirety of the ten-year period prior to my signing this Volunteer Affirmation.

(Print your name)

I am aware that the West Oak Lane Charter School will be relying upon this Volunteer Affirmation for complying with Pennsylvania’s Child Protective Services Law (“CPSL”). I further affirm that I am not disqualified from service as a school volunteer by reason of having been convicted of any of the following offenses under the law. I understand that WOLCS has the right to use its discretion in disqualifying an applicant when charges/offenses and/or convictions are outside of the §6344 of the Pennsylvania Child Protective Services law.

- 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 4303 (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© 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)
- 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 today’s date
- The attempt, solicitation or conspiracy to commit any of the above offenses

______________________________   ____________________
Signature        Date
FOR FRONT OFFICE USE ONLY

VOLUNTEER APPLICATION:

I have reviewed the application and ensured it is fully completed:  □ YES  □ NO

Date Received: ____________________  Office Staff Initials: ______

West Oak Lane Charter School will not discriminate against any applicant based on his or her race, ethnicity, color, religious creed, national origin, sex, marital status, age, sexual orientation or disability.

Revised 08/27/2018