

**2018-2019
School Year**

Montour Volunteer Packet



Human Resources Dept.

MONTOUR SCHOOL DISTRICT

7/18/2018

Montour School District

Volunteer Application for the 2018-19 School Year

VOLUNTEER NAME:	
STREET ADDRESS:	
CITY:	
STATE:	
ZIP:	

CONTACT INFORMATION:	
EMAIL ADDRESS:	
HOME PHONE NUMBER:	
CELL PHONE NUMBER:	
WORK PHONE:	

PLEASE LIST YOUR BUILDING PREFERENCE BELOW:	
<input type="checkbox"/> MONTOUR HIGH SCHOOL	<input type="checkbox"/> DAVID E WILLIAMS MIDDLE SCHOOL
<input type="checkbox"/> MONTOUR ELEMENTARY	
<input type="checkbox"/> ATHLETICS (PLEASE LIST SPECIFIC EVENTS/SPORTS:	

NAME OF PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY:	
RELATIONSHIP TO YOU:	
DAYTIME TELEPHONE NUMBER:	

PLEASE DESCRIBE SPECIAL MEDICAL CONDITIONS (ALLERGIES, ETC.) OR SPECIAL ACCOMMODATIONS YOU HAVE:

AVAILABILITY:

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IMPORTANT: If you volunteered in the past, please complete the information below. Note: Clearances are valid for five (5) years.

School Year:	Building:
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Unpaid Volunteer Affidavit

I, _____, do hereby declare and state the following based upon personal knowledge:

1. That I have been a resident of Pennsylvania for the entire previous ten (10) years and have not been convicted, of any of the following offenses:

(a.) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes: Chapter 25 (relating to criminal homicide). Section 2702 (relating to aggravated assault). Former section 2709(b) (relating to stalking). Section 2709.1 (relating to stalking). Section 2901 (relating to kidnapping). Section 2901 (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 above offenses.

(b.) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(c.) An offense similar in nature to those crimes listed in Clauses (a) and (b) above 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 the Commonwealth of Pennsylvania.

2. That I have never been named as the perpetrator of a founded report or named as the individual responsible for injury or abuse in a founded report. The term "Founded Report" means a child abuse report involving a perpetrator, if any of the following applies:

(a.) There has been a judicial adjudication based on a finding that a child who is a subject of the report has been abused and the adjudication involves the same factual circumstances involved in the allegation of child abuse. The judicial adjudication may include any of the following:

i. The entry of a plea of guilty or nolo contendere;

ii. A finding of guilt to a criminal charge;

iii. A finding of dependency if the court has entered a finding that a child who is the subject of the report has been abused; or

iv. A finding of delinquency if the court has entered a finding that the child who is the subject of the report has been abused by the child who was found to be delinquent;

(b.) There has been an acceptance into an accelerated rehabilitative disposition program and the reason for the acceptance involves the same factual circumstances involved in the allegation of child abuse;

(c.) There has been a consent decree entered in a juvenile proceeding, the decree involves the same factual circumstances involved in the allegation of child abuse and the terms and conditions of the consent decree include an acknowledgment, admission or finding that a child who is the subject of the report has been abused by the child who is alleged to be delinquent; or

(d.) A final protection from abuse order has been granted, when the child who is a subject of the report is one of the individuals protected under the protection from abuse order and:

i. Only one individual is charged with the abuse in the protection from abuse action;

ii. Only that individual defends against the charge;

iii. The adjudication involves the same factual circumstances involved in the allegation of child abuse; and

iv. The protection from abuse adjudication finds that the child abuse occurred.

I verify that the statements made in this Affidavit are true and correct. I understand that false statements in this Affidavit will subject me to immediate termination of my services to the Montour School District and to the penalties of 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities.

Date:	Signature:
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Volunteer Statement Affirming Understanding

I understand that information regarding students, families, staff, and the organization may be confidential in nature and that as a volunteer for the Montour School District, I will:

- ✓ respect the confidential nature of any verbal or written communication I receive regarding students, families, staff, and the organization and keep personal information confidential at school and after I leave school.
- ✓ be discreet in any verbal communication by not discussing students, staff, or families in front of others.
- ✓ immediately report directly to the principal or site administrator any information disclosed to me concerning a child's safety.
- ✓ make reasonable efforts to assure that each student is protected from harassment or discrimination and I will not harass nor discriminate against any student, staff member or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background.

I also understand that relationships developed with children at school should remain at school and that for the protection of both the student, staff and volunteer, volunteers should not be left alone with a child that is out of view of school personnel or another adult volunteer.

I understand it is my responsibility to read and understand all materials provided to me. I further understand that by law I am a mandatory reporter and agree to comply with all district, state and federal laws. Any questions regarding your role should be directed to the building principal in where you volunteer.

Signature:	
Print Name:	
Date:	

Volunteer Clearance Information

All volunteers who are subject to background check clearances are required to re-certify their clearances every 5 years. Act 153 requires volunteers to obtain the following clearances:

Act 34: Pennsylvania Criminal History Check (\$22.00)

- ✓ Report of criminal history from the Pennsylvania State Police: Go to <https://epatch.state.pa.us/Home.jsp>. There is **NO CHARGE** for requests for the purpose of volunteering. When you visit the website, click the yellow box "New Record Check" (Volunteers only). Phone: 1.888.783.7972

Act151: Pennsylvania Child Abuse History Check (\$13.00)

- ✓ Child Abuse History Clearance from the Department of Human Services: Apply online at <https://www.compass.state.pa.us/CWIS>. Once you create an account you will receive an email with your password. Log in to the website and complete the clearance application. There is **NO CHARGE** for volunteers. Verification can take up to 14 days and applicants can choose to receive notification via email, mailed to their home address, or both. Phone: 1.877.343.0494

Act 114: FBI Criminal History Report (** UPDATED as of 11/28/17 **)

- ✓ Additionally, a fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if: The position the volunteer is applying for is a **paid position**, **OR** the volunteer **has lived outside the Commonwealth of Pennsylvania in the last 10 years**.
- ✓ **Effective November 28, 2017, the State of Pennsylvania has chosen a new provider** for the federal criminal background check (Act 114 FBI Clearance). Individuals who are required to provide their fingerprints to complete a federal criminal background check for employment must follow this new process.
- ✓ To obtain your Act 114 fingerprint clearance:
 - 1) Go to the following website: <https://uenroll.identogo.com/>
 - 2) Enter code **1KG6XN**
 - 3) Click on Schedule or Manage Appointment
 - 4) Enter your information to begin the clearance application process. There are several screens that must be completed.
 - 5) Once you have registered, instructions will be given as to how and where to obtain fingerprints.
 - 6) You are not required to make an appointment to have your fingerprints taken but scheduling an appointment may reduce your wait time at the fingerprinting location.

To access frequently asked questions regarding the new fingerprint clearance process, please click here: https://www.identogo.com/uploads/general/PA_FAQs11202017.pdf. Questions regarding finger print registrations that were completed under the former provider, Cogent, can be answered by calling (844) 321-2101. Additional information will be provided as it becomes available.

IMPORTANT NOTE: An **affidavit** may be submitted in lieu of the fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent if: The position the volunteer is applying for is an unpaid position, and the volunteer **has not lived outside the Commonwealth of Pennsylvania in the last 10 years**

All clearances should be submitted to volunteers@montourschools.com