

SOUTHEAST DELCO SCHOOL DISTRICT

Educational Service Center ▪ 1560 Delmar Drive ▪ Folcroft, PA 19032
(610) 522-4300 ▪ Fax (610) 461-4874



Southeast Delco School District – Volunteer Requirements

The Southeast Delco School District values the hard work and dedication of community partners and volunteers. In accordance with recent changes to Federal Law, the Southeast Delco School District has established basic requirements for school based volunteers. Southeast Delco recognizes that the services of community volunteers can enrich the educational program, assist teachers in the performance of their duties, and enhance the relationship between the school district and the community. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative regulations.

All volunteers, as a condition of active participation within the District's school, shall be required to complete a Volunteer Disclosure Statement Form that provides a sworn statement that the volunteer is not disqualified from volunteering for any District programs and/or activities.

Clearances required:

- Volunteers who have resided in Pennsylvania for the previous ten consecutive years or more must submit a Pennsylvania Criminal Record Check (Act 34);
- Pennsylvania Child Abuse History Clearance (Act 151).
- Volunteers who have not resided continuously in Pennsylvania for the previous ten consecutive years, in addition to the above clearances, will also have to submit a report of FBI Criminal Check (Act 114).
- Volunteers shall renew their background checks and clearances every sixty (60) months from the date of the oldest certification.

Families with multiple students attending Southeast Delco School District are only required to submit one set of clearances to be maintained with Southeast Delco School District Administration. With regard to this provision, please carefully complete the section as listed below and submit with your completed clearances. A Photo ID is required when submitting your clearances to your child's Main Office.

Name of Schools for which volunteer services are being provided:

Name of Child(ren)

Child's Name

Grade

Teacher's Name

Child's Name

Grade

Teacher's Name

Child's Name

Grade

Teacher's Name



SOUTHEAST DELCO SCHOOL DISTRICT

DISCLOSURE STATEMENT FOR VOLUNTEERS

Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- **the position I am applying for is unpaid; and**
- **I have been a resident of Pennsylvania during the entirety of the previous ten-year period.**

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime 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.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes 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
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children) Section
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five (5) years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes 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.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name (print): _____ Signature: _____

Date: _____

Witness (print): _____ Signature: _____

Date: _____

CLEARANCE WEBSITE for Volunteers

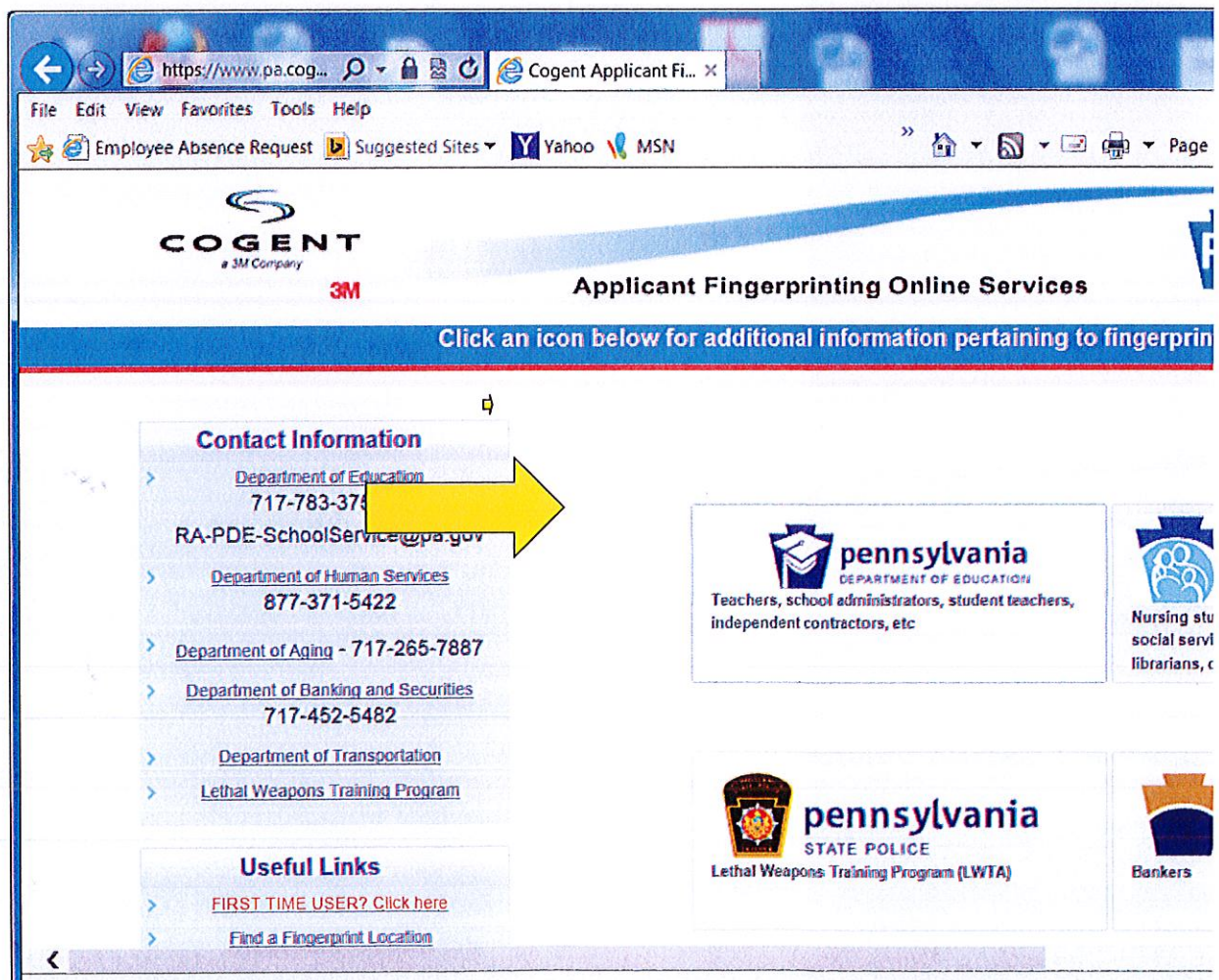
Pennsylvania State Police: <https://epatch.state.pa.us/>
No fee

Child Abuse Clearance: <https://www.compass.state.pa.us/CWIS>
No fee

FBI Criminal Background: www.pa.cogentid.com

****APPLICANTS MUST CHOOSE THE DEPARTMENT OF EDUCATION icon****

A fee of \$27.00 is payable with a credit or debit card for online registration and by phone registration, or by money order or cashier's check at the fingerprinting site.





Southeast Delco School District

Effective: April 1, 2007
Revised 7/2016

TO: Prospective Employees/Volunteers of Southeast Delco School District

FROM: Human Resources Department

FBI FINGERPRINT PROCEDURES

FEE: \$27.00

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. **ALL** student teachers and prospective employees/volunteers of public and private schools must provide to their employer a copy of their Federal Criminal History Records that cannot be more than one (1) year old.

At most fingerprint collection locations, applicants are taken on a first-come, first serve basis.

You must be registered with Cogent Systems prior to arriving at a fingerprint location.

Registration Process

1. Applicant must register with Cogent Systems prior to going to fingerprint site.
Online: <http://pa.cogentid.com> or Phone 1-888-439-2486 Monday thru Friday 8 A.M. to 6 P.M. EST
Applicants must choose the Pennsylvania Department of Education (PDE) box.
2. **Applicant will pay a fee of \$27.00 which includes an automatic mailed unofficial copy of results to applicant.**
Online: Credit or Debit Card
Fingerprint Site: Money orders or cashier check payable to 3MCogent Systems will be accepted
3. **Applicant must schedule an appointment to be fingerprinted:**
Schedule an appointment either online or over the phone: www.dciu.org or 610-938-9000
Southeast Delco School District's Primary Fingerprint Location
DCIU (Delaware County Intermediate Unit)
200 Yale Ave.
Morton, PA 19070 Directions on reverse side
5. **Once fingerprinted, please provide your Registration ID # to Jeanie Rose, 610-522-4300, x5318.**
6. Applicants must bring with them Registration ID and a qualified State or Federal photo ID. A list of approved ID types are on the reverse side.
7. Applicants scanned fingerprints will be electronically transmitted to the PA State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal law.

Delaware County Intermediate Unit

Directions: From Philadelphia:

- ☐ I-95 South toward Delaware
- ☐ Merge onto PA-420 North via exit 9B toward Prospect Park
- ☐ Turn LEFT onto South MORTON AVE.
- ☐ Turn SLIGHT RIGHT onto YALE AVE.
- ☐ Building is on right-hand side - parking in the rear

Approved Identification Documents:

State issued Current, valid and unexpired picture identification document.

Driver's License
State Identification Card
US Active Duty/Retiree/Reservist Military ID Card
US Passport
College issued Student ID
INS I-551 Resident Alien Card Issued since 1997
INS I-688 Temporary Resident Identification Card
INS I-688B, I-766 Employment Authorization Card