



Muhlenberg School District
801 Bellevue Avenue
Reading, PA 19605
Volunteer Application Packet

Muhlenberg School District welcomes and values volunteer participation in our schools. We are certain you will find a place to utilize your knowledge and talents while helping to grow, develop and impact the lives of our students.

The following forms and clearances must be completed and submitted prior to commencement of service by giving them to the office of the building you are volunteering in or Ivana Schlott at the Muhlenberg Administration Office, 801 Bellevue Avenue, Reading, PA 19605.

Forms to complete:

- Muhlenberg School District Volunteer Application
- Muhlenberg School District Volunteer Agreement
- Arrest/Conviction Report and Certification Form (PDE-6004)

Under Pennsylvania's Child Protective Services Law, all volunteers are required to obtain clearances (PA Child Abuse History Clearance, PA State Police Request for Criminal History Record Check, and Federal Criminal History Record or Act 153 Volunteer Affidavit) every sixty (60) months in order to continue as a volunteer. Clearances are renewable from the date of the oldest clearance rather than the most recent date. PLEASE NOTE: clearances obtained for volunteer purposes MAY NOT be used for employment. The instructions on obtaining your required clearances are below:

- **Pennsylvania Child Abuse History Clearance – Act 151** (fees for volunteers are waived one time within a five-year period)
The fastest way to process this clearance is to log onto www.compass.state.pa.us/cwis. Applicants who are volunteers should select *Volunteer* as the purpose for their certification application.
- **Pennsylvania State Police Request for Criminal History Record Check – Act 34** (fees for volunteers are waived one time within a five-year period)
The fastest way to process this clearance is to log onto <https://epatch.state.pa.us> and use the link *New Record Check (Volunteers Only)*. In most cases, you should receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the "Pennsylvania State Police Request for Criminal Record Check" form to the Pennsylvania State Police at the address listed on the form. (Please note that requesting this clearance by mail may result in a delay of up to eight weeks.)
- **Act 153 Muhlenberg School District Volunteer Affidavit** – Volunteers who are not required to obtain the FBI clearance because: they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years can complete the Affidavit for Volunteers.
- **Federal Criminal History Record – Act 114** (\$23.85 - fees for volunteers are waived one time within a five-year period)
All volunteers for public schools are required to obtain a Federal Criminal History Record if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years. The fastest way is to register online at <https://uenroll.identogo.com>. Applicants who are volunteers for public schools should select PA Department of Education, PDE Volunteer and enter the service code IKG6Y3.



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To ensure the safety of our students, volunteers must comply with the School Board Policies. Volunteers should review the following school board policies at <http://go.boarddocs.com/pa/muhl/Board.nsf/Public>

- 916: Volunteers
- 824: Maintaining Professional Adult-Student Boundaries
- 806: Child Abuse
- 247: Hazing

Volunteer Clearance Checklist (please initial):

____ Muhlenberg School District Volunteer Application

____ Muhlenberg School District Volunteer Agreement

____ Arrest/Conviction Report and Certification Form (PDE-6004)

____ PA Child Abuse Clearance – Act 151

____ PA State Police Request for Criminal History Record Check – Act 34

____ Act 153 Muhlenberg School District Volunteer Affidavit (PA resident for ten consecutive years)

____ Record Criminal History Record – Act 114 (if not a PA resident for ten consecutive years)

____ Policy #916 – Volunteers (review)

____ Policy #824 – Maintaining Professional Adult-Student Boundaries (review)

____ Policy #806 – Child Abuse (review)

____ Policy #247 – Hazing (review)

Date: _____

Volunteer Name (please print): _____

Volunteer signature: _____

It is the policy of the Muhlenberg School District not to discriminate on the basis of gender, disability, race, color, and national origin in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX should be directed to the Assistant Superintendent (see above) or to the director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, DC



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Date: _____

Volunteer's Full Name: _____

Volunteer's Address: _____

E-Mail Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Emergency Contact: _____ Phone Number: _____

Please indicate the school(s) where you would like to volunteer by placing a check mark on the line:

____ Muhlenberg High School ____ C E Cole Intermediate School
____ Muhlenberg Junior High School ____ Muhlenberg Elementary Center

Please indicate the capacity in which you would like to volunteer:

____ Field Trip Volunteer ____ Classroom Volunteer ____ Club Volunteer
____ Special Event Volunteer ____ Booster Club - Name of Booster Club _____
____ Other - Please List _____

1. Have you previously volunteered? ____ Yes ____ No
If yes, where? _____

2. Are you currently employed? ____ Yes ____ No
If yes, where? _____

3. What are your goals as a volunteer?

4. Why do you want to volunteer at Muhlenberg School District?

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Muhlenberg School District Volunteer Agreement

1. I agree to perform the duties assigned to me in accordance with the District policies and procedures of Muhlenberg School District.
2. I agree to conduct myself in a professional manner, to promote the education and interests of the students and the reputation of Muhlenberg School District.
3. I agree not to disclose any confidential information or materials that I may have access to as a result of my volunteer assignment.
4. I agree not to post student information or pictures on social media sites.
5. I understand that as a volunteer, I must work under the direct of a Muhlenberg School District professional employee at all times.
6. I understand that I may be dismissed if I have been named as a perpetrator or a founded report of child abuse or as the individual responsible for injury of abuse in a founded report.
7. I agree that any contact with students beyond my approved method of contact associated with my volunteer work, must be preapproved by the student's parents/guardians and the building administrator.
8. I have read, understand and agree to comply with the provisions of Muhlenberg School District's Policies #916 Volunteers, #824 Maintaining Professional Adult-Student Boundaries, #806 Child Abuse, and #247 Hazing.
9. I confirm that I have never arrested or convicted of certain offenses, including offenses that would prohibit my volunteering under 23 Pa. C.S.A. 6344(c) and certain other offenses. I have never been named as a perpetrator in a founded or indicated report of child abuse, in the future if arrested or convicted for any such offense or named as a perpetrator, I will provide written notice on PDE-6004 to the District Superintendent or Human Resources Director within 72 hours of such incident.
10. I confirm that I have read, understand and completed the Volunteer Affidavit.
11. I understand that all of my clearances are valid and must be renewed every 60 months, and that I will not be permitted to serve as a volunteer in direct contact with children without valid clearances.
12. I understand a violation of any of the terms of this volunteer agreement could result in termination of my volunteer assignment from Muhlenberg School District.

Verification

I, _____ (print your name), swear/affirm that the information as set forth above and as set forth in the documents submitted in connection with this Application is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Pennsylvania Crimes Code.

Signature: _____ Date: _____

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