

MUHLENBERG ELEMENTARY CENTER

VOLUNTEERS AND SECURITY CLEARANCES

Effective May 15, 2002, all volunteers who work with our teachers in their classrooms and come in direct contact with children (e.g., serving as a classroom volunteer, assisting with a classroom party, serving as a chaperone for a field trip, working as a clerical assistant for a teacher, etc.) are required to submit to the principal copies of the "Criminal Record Check" and the "Pennsylvania Child Abuse History Clearance" prior to being admitted to Muhlenberg Elementary Center classrooms. The Muhlenberg School District currently maintains such background checks for all employees of the district and volunteer coaches.

Prospective volunteers can obtain applications for the "Criminal Record Check" and the "Pennsylvania Child Abuse History Clearance" at the Elementary Center office. The completed applications, along with the required application fee (currently \$10 for each application), are to be sent to the Commonwealth agencies listed on the applications. Our school office does not handle the application process. The clearances, which are valid for one year from the date stamped on them, will be sent directly to the applicant at his/her home address.

When the clearances have been received, the prospective volunteer must bring a copy of each to the Elementary Center office for filing. From that point forward, the person may serve as a volunteer at Muhlenberg Elementary Center. So long as the volunteer helps in the building at least once each school year, the clearances remain in effect. No new clearances would be needed for subsequent years. Should the person choose not to volunteer during a given school year, the clearances would expire and the volunteer would need new clearances in order to be reinstated as an Elementary Center volunteer.

Upon request by the volunteer, the Elementary Center clerical staff will forward copies of clearances of active volunteers to the C. E. Cole Intermediate School, Muhlenberg Middle School or Muhlenberg High School office.

Thank you for volunteering!