

Checklist for Volunteers

Please use this checklist to complete paperwork that is required in order to be a volunteer in the Nazareth Area School District. All items must be complete before submitting to Human Resources. NASD Employees need only to complete Volunteer Application and Act 82 as current clearances are on file.

All Clearances must be less than one year old upon receipt in the Human Resources Office. Once received and accepted, the clearances are then good for five (5) years.

_____ Read District Volunteer Information Sheet and Clearance Instructions. Apply and obtain Clearances

_____ Volunteer Application (next page, Complete)

_____ PA State Police Criminal History Record / Act 34 (Attach copy)

_____ PA Child Abuse Clearance / Act 151 (Attach copy)

_____ FBI Federal Criminal History Record / Act 114 (Attach copy, if required).

Note: If you have resided in Pennsylvania for the entire previous ten (10) years and have not been convicted of any of the offenses listed on the Arrest/Conviction Report and Certification Form / Act 82, you must complete the following Volunteer Affidavit.

_____ Volunteer Affidavit (Complete and sign if NOT attaching Act 114)

_____ Arrest/Conviction Report and Certification Form / Act 82 (Complete and sign)

Individuals will need to submit a total of five (5) documents to Human Resources at the District Offices located in the North Campus behind the High School. (Front office staff are able to collect.)

DO NOT drop clearances off at your child's school or send them to school with your child.

If you have any questions, please contact Human Resources, at 610.759.1170 X 1124.

****Please make sure to keep a copy of all clearance forms for your records.****

NAZARETH AREA SCHOOL DISTRICT

Volunteer Application

Date _____

Legal Name _____ Maiden Name _____

Address _____

Preferred Phone _____ (HOME / CELL / WORK)

Alternate Phone _____ (HOME / CELL / WORK)

Email Address _____

Signature _____

I am a Nazareth Area School District employee NO YES

Student Name	Grade	Student ID
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Student Name	Grade	Student ID
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Student Name	Grade	Student ID
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Student Name	Grade	Student ID
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Please check off the building(s) your child(ren) attends:

- Butz Elementary School
- Lower Nazareth Elementary School
- Shafer Elementary School
- Nazareth Area Intermediate School
- Nazareth Area Middle School
- Nazareth Area High School

If you are interested in volunteering for other district activities, please indicate other schools here:

All paperwork and clearances must be submitted to Human Resources prior to any volunteer involvement. By law, if you do not have clearances, you will not be able to volunteer at Nazareth Area School District.

NAZARETH AREA SCHOOL DISTRICT
Directions to Obtain Clearances



PLEASE MAKE SURE TO KEEP A COPY OF EACH CLEARANCE FOR YOUR RECORDS

PA STATE POLICE CRIMINAL HISTORY RECORD / ACT 34 - FREE

- <https://epatch.pa.gov/home>
- Select New Volunteer Record Check.
- Complete form as prompted.
- Results are typically instantaneous unless they are “under review” in which case, note your reference number and date of application and use that information to check back on the “epatch” website periodically until your results are available.
- Print clearance (be sure to click all the way through to the “**certification form**” button – the document you print must show your SSN, DOB, etc. – DO NOT USE THE “RECEIPT”). You will not receive a paper copy in the mail.

PA CHILD ABUSE CLEARANCE / ACT 151 - FREE

- <https://www.compass.state.pa.us/cwis/public/home>
- Create an account with a valid email address, following directions. You will be asked for a Keystone ID# - this is a number you must create using the parameters. You will receive an email with a temporary password to log in and then you will be prompted to create your own password. Once this is done and you log into account, accept the terms and conditions and complete the process.
- For Application purpose, select first option; other – enter Nazareth Area School District
- Complete all additional information.
- Following process, you will receive an email with ID number. Results within 14 days; you will receive an email when your report is ready to review. Log-in using the same password you created when applying. You will be able to access and printout the results.
- Response time may be immediate if done online (make sure to print) or up to two weeks if mailed. You will not receive a paper copy in the mail.

FBI FEDERAL CRIMINAL HISTORY RECORD

- Go to: <https://www.identogo.com/locations/pennsylvania>
- Scroll down to Enrollment Services and select digital fingerprinting
- Enter **1KG6ZJ** as the Service Code
- Click on Schedule/Manage Appointment
- Go through the screens and enter information required
- Based on your zip code, you will be given a list of Identogo service centers. Click on where you wish to go to be printed. You can make an appointment online or click walk-in.
- Print the Service Summary Page. You will need to bring this and identification with you.
- Currently the cost is \$23.25 for volunteers

****Note:** The FBI check may be waived “if he/she has been a resident of this Commonwealth during the entirety of the previous ten-year period” and he/she “swears or affirms in writing” that he/she has not been convicted of any crime, in another state, similar to the conviction disqualifying a person in PA. NASD will be utilizing a standard form to do this following the July 1, 2015 effective date. If this is true for you, you can complete the Affidavit instead of the FBI Clearance.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM / ACT 82

- Print form from the Human Resources section of website OR go to <http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
- Print and sign.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state 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.

By checking this box, I report that I have 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.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having 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.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ 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 2910 (relating to luring a child into a motor vehicle or structure) ▪ 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 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) | <ul style="list-style-type: none"> ▪ 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(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children) |
|---|---|

(2) 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."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

Volunteer Affidavit

I, _____, being duly sworn according to law, do depose and state the following:

That I have resided in Pennsylvania for the entire previous ten (10) years and have not been convicted of any of the offenses listed on the Arrest/Conviction Report and Certification Form / Act 82, which I have certified by signing that form.

Signature: _____ Date: _____

Printed Name: _____

This form is to be completed by volunteers who have been residents of the Commonwealth of Pennsylvania for the past ten (10) years. However, these volunteers must still complete the Act 34 and Act 151 clearances.