

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.