



## Volunteer Paperwork Packet

All prospective volunteers must obtain the following clearances:

1. **PA Criminal Record Check** – Access this website to complete your online PA Criminal Record check: <https://epatch.state.pa.us/Home.jsp>
2. **PA Child Abuse History Clearance** – This is the website you will use to access the online application for your PA Child Abuse Clearance:  
<https://www.compass.state.pa.us/cwis/public/home>

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if:

- The position the volunteer is applying for is a paid position; and
  - The volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.
3. **FBI Federal Criminal History Record Check** – This is the website you will use to access the online application for your FBI fingerprint check:  
[https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm).

This is a **2-STEP** process – (1) register and pay on-line (2) go to a fingerprinting site to have your fingerprints submitted electronically.

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 must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

4. **Clearance Affidavit – Sign and complete this affidavit.** This will allow you to work for 30 days until your clearances have been processed.

If you have current clearances (no older than 1 year from your volunteer start date) you don't need to re-apply at this time; just present those clearances to Human Resources.

5. **Arrest/Conviction Report and Certification (Act 24)** – Complete and sign from. See second page for list of reportable offenses.



## Volunteer Agreement

Volunteer Assignment: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

I, the UNDERSIGNED, hereby acknowledge and understand that any activities engaged in or work performed for the Central Bucks School District are entirely on a voluntary basis and are performed with no anticipation of financial remuneration, fringe benefits, insurance coverage of any type, or any other kind of compensation or benefit. It is understood that any activity or work undertaken will be performed only upon special assignment and only under direct supervision of authorize District personnel.

I hereby agree to abide by all District policies and procedures and directions from District personnel and further agree to hold harmless all officers, employees, representatives and agents of the Central Bucks School District for any and all claims, demands, liabilities, damages, actions, costs of fees, including attorney's fees, arising out of or relating to any activities engaged in or work performed as a result of this assignment.

I hereby acknowledge and understand that the Central Bucks School District assumes no liability or responsibility for my acts, omissions, debts or obligations as a result of any activity or work in which I may be involved.

I further acknowledge that any personal participation in District work or activities is extended to me by the Central Bucks School District and may be revoked at any time by written notification.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Volunteer  
Supervisor and Administrator  
Human Resources

**CENTRAL BUCKS SCHOOL DISTRICT**

**VOLUNTEER AFFIDAVIT**

Dated: \_\_\_\_\_

The undersigned, being duly sworn according to law herein swears and/or affirms that I have been a continuous resident of the Commonwealth of Pennsylvania for a period of at least ten (10) years prior to the date that I executed this Affidavit. Furthermore, I swear and/or affirm that I am not disqualified from serving as a volunteer for the Central Bucks School District pursuant to §6344(c) of the Pennsylvania Child Protective Services Law, in that I am not named in a statewide data base as the perpetrator of a founded report related to sexual misconduct within a five (5) year period preceding the date of the execution of this Affidavit.

Furthermore, I hereby swear and/or affirm that I have not been convicted of one or more of the following offenses or an equivalent crime under federal law or the law of another State or the District of Columbia:

1. Chapter 25 (relating to criminal homicide).
2. Section 2702 (relating to aggravated assault).
3. Section 2709.1 (relating to stalking).
4. Section 2901 (relating to kidnapping).
5. Section 2902 (relating to unlawful restraint).
6. Section 3121 (relating to rape).
7. Section 3122.1 (relating to statutory sexual assault).
8. Section 3123 (relating to involuntary deviate sexual intercourse).
9. Section 3124 .1 (relating to sexual assault).
10. Section 3125 (relating to aggravated indecent assault).
11. Section 3126 (relating to indecent assault).
12. Section 3127 (relating to indecent exposure).
13. Section 4302 (relating to incest).
14. Section 4303 (relating to concealing death of child).
15. Section 4304 (relating to endangering welfare of children).
16. Section 4305 (relating to dealing in infant children).
17. A felony offense under section 5902(b) (relating to prostitution and related offenses).
18. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
19. Section 6301 (relating to corruption of minors).
20. Section 6312 (relating to sexual abuse of children).
21. The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.
22. A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act.

I understand that the execution of this Affidavit will only obviate the necessity of securing a federal criminal records check from the FBI and that there is still the requirement to secure a report of criminal history information from the Pennsylvania State Police, a certification from the Department of Public Human Services that the applicant is not named in the statewide database as the perpetrator of a founded report or an indicated report, and is not the subject of a pending child abuse investigation.

I verify that the facts and statements contained in this Volunteer Affidavit are true and correct to the best of my knowledge, information and belief. I understand that any false statements herein are made subject to the penalties of 18 Pa. C.S.A. Section 4903, relating to false swearing in official matters.

Witness:

\_\_\_\_\_

Signature

Print Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**Memorandum**

**CBSD AFFIDAVIT**

**Required Pennsylvania Clearances and Background Checks**

Pennsylvania State Laws - Act 24(2011); Act 34(1985); Act 114(2006); Act 151(1994); Act 168( 2014) have placed mandates and restrictions on Public School employees who work with children. If you do not have a current **Pennsylvania Arrest/Conviction Report and Certification (Act 24), PA Criminal History Record (Act 34), FBI Federal Criminal History Record Check (Act 114), Pennsylvania Child Abuse History Clearance (Act 151), and the PA Sexual Misconduct/Abuse Disclosure Release (Act 168)**, you must complete and return this affidavit to the Human Resources Office with your application.

**APPLICANT:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

I hereby attest to the following:

- 1) I have applied for the FBI Federal Criminal History, the PA Criminal History, the Child Abuse History Clearance and the PA Sexual Misconduct/Abuse Disclosure Release reports on \_\_\_\_\_ (date).
- 2) I affirm that I have no criminal, child abuse record or been convicted of any enumerated offenses that would disqualify me from employment with the Central Bucks School District.
- 3) I will not work alone with children, but will work in the immediate vicinity of a permanent employee until valid clearances are received.
- 4) I understand that I will be suspended from employment and subject to termination proceedings if information related to child abuse or criminal history record is obtained.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have no knowledge or information pertaining to the applicant that would disqualify him or her from employment.

**Administrator signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*This affidavit will authorize employment for 30 days\*\*\*

**ARREST / CONVICTION REPORT AND CERTIFICATION FORM**  
(under Act 24 of 2011)

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Any former names by which you have been identified: \_\_\_\_\_

\_\_\_\_\_

**Section 2. Report of Arrest or Conviction**

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) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

**Details of Arrests or Convictions**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3. No Arrest or Conviction**

By checking this box, I state that I have NEVER been arrested for or convicted of any Reportable Offense.

**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

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §1-111(e).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current employees of a public or private school, intermediate unit or area vocational-technical school by December 27, 2011. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §1-111(e) and occurring after September 28, 2011. 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. If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

### LIST OF REPORTABLE OFFENSES

An offense enumerated under 24 P.S. §1-111(e) (a "Reportable Offense") 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:

- 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)
- 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.

## **Volunteer** **Frequently Asked Questions**

### **Who needs clearances?**

Beginning July 1, 2015, an **adult** applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children.

### **What is the definition of child?**

For purposes of clearances, a child is an individual under 18 years of age.

### **How is direct contact with children defined?**

Direct contact with children is defined in § 6303 (relating to definitions) as the care, supervision, guidance or control of children or routine interaction with children.

### **How do I determine who in my agency or organization needs clearances?**

In order to determine who in your agency or organization is required to obtain clearances as a condition of volunteering with children, you must first confirm that the applicant is an adult, as only adult volunteers are required to obtain clearances.

You should then carefully consider whether the volunteer is responsible for the welfare of a child or has direct contact with children.

Determining whether a volunteer is responsible for the welfare of a child means that the volunteer is acting in lieu of or on behalf of a parent. If a determination is made that the volunteer is not responsible for the welfare of a child, you then move on to the second avenue for consideration; whether they have direct contact with children.

The second avenue for consideration is whether the volunteer has direct contact with children because they provide care, supervision, guidance or control of children or have routine interaction with children. As the terms are not defined in the statute we suggest that the common meaning of these terms be used, with child safety serving as the paramount consideration. If the answer to this question is that they do not provide care, guidance, supervision or control of children, you consider whether they have routine interaction with children.

With regard to routine interaction with children, consideration should be given to what the volunteer's role is within the agency and based on that role, is their contact with children regular, ongoing contact that is integral to their volunteer responsibilities?

If a determination is made that the volunteer is not responsible for the welfare of a child and does not have direct contact with children, clearances are not required. Please be sure to consult your legal counsel when making these determinations. You should also discuss with your insurers possible insurance coverage implications.

### **Which clearances are needed?**

All prospective volunteers must obtain the following clearances:

- Report of criminal history from the Pennsylvania State Police (PSP); and
- Child Abuse History Clearance from the Department of Human Services (Child Abuse).

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if:

- The position the volunteer is applying for is a paid position; and
- The volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

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 must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

### **When are clearances needed?**

Beginning July 1, 2015, prospective volunteers must submit clearances prior to the commencement of service.

### **What is the renewal requirement for clearances?**

Beginning July 1, 2015, all volunteers will be required to obtain clearances every 36 months. Timelines for renewed clearances are based upon the date of each individual clearance. If an individual or agency elected to renew all clearances at the same time, the date of the oldest clearance rather than the most recent would be used.

Volunteers are required to obtain updated clearances as follows:

- Within 36 months of the date of the most recent clearance;
- By July 1, 2016, if the clearance is older than 36 months; or
- By July 1, 2016, if they were approved as a volunteer before July 1, 2015, and had not received a clearance because they previously were not required to obtain clearances.

### **How do I obtain my clearances?**

The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

### **Is the use of a third-party vendor to process clearances acceptable?**

Third-party vendors may be used to process Child Abuse, PSP and FBI clearances using the steps established above. They are **not** permitted to conduct background checks or clearances through other databases in lieu of the steps outlined above. In addition, persons responsible for the selection of volunteers remain responsible for selection decision based upon the information obtained.



### **How much do the clearances cost?**

- The Pennsylvania State Police Criminal Record Check costs \$10.
- The Pennsylvania Child Abuse History Clearance costs \$10.
- The Federal Bureau of Investigation (FBI) Criminal Background Check costs \$27.50 through the Department of Human Services.
- The Federal Bureau of Investigation (FBI) Criminal Background Check costs \$28.75 through the Department of Education.

### **Who pays for clearances?**

The volunteer is responsible for paying the cost of the required clearances. However, some agencies choose to pay for clearances for their volunteers and are able to establish business accounts to pay for clearances. The only time an agency is required to bear the cost of the clearance is when there is reasonable belief that the volunteer was arrested or convicted of an offense that would deny participation or named as a perpetrator in an indicated or founded report. In these situations, the agency must immediately require the volunteer to obtain their clearances.

### **Can an agency or organization pay for clearances?**

#### **Child abuse clearances:**

Yes, agencies and businesses can pay for child abuse history clearances by registering for a Business Partner User account using the "Organization Account access" link on the Child Welfare portal, [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis), which goes live on December 31, 2014. The business account will allow organizations to purchase child abuse history clearance payment codes to be distributed to applicants or employees. Individual applicants or employees will then go onto the child welfare portal to apply for the clearance using the code. The pre-purchased codes can only be used once and allows the organization to have access to the applicant's child abuse history clearance results once those results are processed.

#### **FBI clearances:**

An agency pay agreement/business account can also be created between an organization and the FBI, or its authorized agent, for payment of FBI clearances. Information on creating an agency pay agreement for FBI clearances through the Department of Human Services can be found at [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm).

#### **PSP Clearances:**

An agency business account can be requested from the Pennsylvania State Police to pay for clearances in bulk by calling the Criminal Records Section Supervisor at 717-787-9092. Organizations are, also able to pay an for applicant's PSP clearance on an individual basis by using a credit card if applying online or submitting a paper check if applying by mail.

### **Do I still need to submit a copy of my PSP or FBI clearance results when applying for my child abuse clearance?**

Beginning December 31, 2014, volunteers are no longer required to submit a copy of their PSP or FBI clearances with their child abuse application. If the department receives copies attached to the child abuse application we will not return those

copies and they will be shredded due to the confidential nature of the information contained on the clearances.

**Are there any other requirements?**

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

**What is the provisional clearance requirement for volunteers?**

Volunteers may serve on a provisional basis for a single period not to exceed 30 days if the volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled.

**Is the person responsible for acceptance of volunteers required to keep a copy of my clearances?**

Yes, pursuant to § 6344 (b.1), the employer, administrator, supervisor or other person responsible for employment decisions or acceptance of the individual to serve in any capacity requiring clearances, shall maintain copies of the required information and require the individual to produce the original documents prior to employment or acceptance to serve in any such capacity, except provisional employees for limited periods as described in § 6344.2 (f) and outlined above. An employer, administrator, supervisor or other person responsible for selection of volunteers that intentionally fails to require an applicant to submit the required clearance before the applicant's hiring commits a misdemeanor of the third degree. Agencies are reminded that the child abuse history clearance information is confidential and may not be release to other individuals.

**Can an agency or organization institute additional standards?**

Yes, nothing prohibits an organization from requiring additional information as part of the clearance process.

**Can my clearances be transferred?**

Yes, any person who obtained their clearances within the previous 36 months may serve in a volunteer capacity for any program, activity or service.

**As a volunteer, do I obtain my Federal Bureau of Investigation Criminal History check through the Department of Education or the Department of Human Services?**

The agency under which an applicant should submit their FBI clearance application is based on the agency or organization for which they intend to volunteer. If the



applicant intends to volunteer in a school or at a school related function, they would apply for their FBI clearance through the Department of Education. If the applicant intends to volunteer with children in any other capacity outside of a school setting or function, such as a group home for children, in a church, as a Little League or soccer coach, etc., they would apply for their FBI clearance through the Department of Human Services.