



CENTRAL BUCKS SCHOOL DISTRICT

LEADING THE WAY

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

August 27, 2015

Dear Central Bucks School District Volunteer,

Volunteers play a vital role in supporting the staff, students, and programs of our schools in the Central Bucks School District (CBSD). Thank you for your interest in volunteering at CBSD.

On October 22, 2014, Act 153 of 2014 was signed into law which changed background check requirements for employees, contractors and volunteers. This law requires action on your part in order to remain or become a volunteer at CBSD. **Effective July 1, 2015**, all employees, contractors and **volunteers are required to obtain new clearances (Child Abuse Certification, PA State and Federal criminal history checks) every five (5) years.**

The law includes the following provisions**

- If you were approved as a volunteer before August 25, 2015, and **you do not have certifications** (because you previously were not required to obtain certifications) you have until July 1, 2016, to obtain your certifications.
- If you were approved as a volunteer before August 25, 2015, and **you have certifications** because your organization required one or all of them and your certifications are older than 60 months, you also have until July 1, 2016, to obtain your certifications.
- If you were approved as a volunteer before August 25, 2015, and you **have certifications because your organization required one or all of them and your certifications are less 60 months**, you have until 60 months from the date of your oldest certification to renew your certifications and to obtain any certifications now required that you may not been previously required to obtain (i.e. if your organization required the Child Abuse certification, but not the PSP certification, when your Child Abuse certification expires based on the 60 month cycle, you would naturally add in any of the other required certifications).

****IMPORTANT NOTE:** Nothing prohibits an organization or person responsible for a program, activity or service, from requiring and/or establishing additional standards. Therefore, since CBSD did not have a volunteer approval process in effect prior to this new law, and in the best interest of the safety and security of our students, the district has chosen to **not accept** the delineation outlined above. CBSD is **requiring all volunteers to submit new background checks to Human Resources prior to volunteering in the 2015-2016 school year.**

Please see page 2 for additional important information including links to the websites you will use to register for and obtain the required clearances and instructions for submitting the clearances and certifications to the Human Resources Department.

The PA State Police Criminal Background Check and PA Child Abuse History Certification are required of ALL volunteers. In addition, the Federal (FBI) Fingerprinting check *may be required* of some volunteers.

CLEARANCES/CERTIFICATIONS

1. PA State Police Criminal Record Check – Required of all volunteers:

<https://epatch.state.pa.us/Home.jsp>

Completed online, instantly available to print, save and/or provide electronically

2. PA Child Abuse History Certification - Required of all volunteers

<https://www.compass.state.pa.us/cwis/public/home>

Completed online and will be mailed and emailed to you within 14 days.

3. Federal (FBI) Criminal History Record Check (Fingerprinting) - Waived for some volunteers – see “b” below. https://www.pa.cogentid.com/index_pde.htm

- a. Volunteers who have **not** resided within PA for the past **10 consecutive years must complete the FBI fingerprinting record check. This is a 2-STEP process:**
 - (1) Register and pay online (\$27.00) and schedule your fingerprinting appointment. Print the registration receipt with the PAE number. This receipt must be provided to Human Resources.
 - (2) Visit a fingerprinting site to have your fingerprints scanned and submitted electronically. You may also schedule a fingerprinting appointment through CBSD by contacting 267-893-2010.
- b. Volunteers are **exempt** from the fingerprinting check ***if they meet both of the following requirements:***
 - Have resided within Pennsylvania for the past **10 consecutive years; AND**
 - **Complete and return the notarized Volunteer Affidavit (p. 4).**

PA State Police Background Check and PA Child Abuse Certification fees were waived by the state effective July 25, 2015 for volunteers. New volunteer clearances must be dated within one year. By law, if you do not have these documents submitted on or before their expiration date, your ability to volunteer will be in jeopardy.

Once you have received all required updated clearances, please provide copies to the Human Resources Department. Simply mail copies to the Administrative Services Center Attn: Human Resources, 20 Welden Drive, Doylestown, PA 18901 or email scanned copies to hr@cbsd.org. **(Remember to keep the originals for your records)**

If you have any questions, please contact the office of Human Resources at hr@cbsd.org.

Andrea L. DiDio, MS HRM
Director of Human Resources



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:
{00711569/}