

## 2016-17 Volunteer clearances guide (the detailed version)

### for the Big Red Marching Band, Encore! Indoor Percussion, and Forté Winter Guard

In June 2014, to begin compliance with PA Act 153, the Souderton Area School District began to phase in criminal background and child abuse clearance requirements for most volunteers. PA Act 153 took effect in July 2015. The SASD requirements were further revised to fully comply with the law. The requirements are described on the SASD website on the “Volunteers” page, which is listed on the “Community” menu. The District also requires most volunteers to have a PPD (tuberculosis) skin test.

#### Do you volunteer for the Big Red Marching Band, the Encore Indoor Drumline, or the Forté Winter Guard? The Jazz Show? What about any of the competitions associated with any of these groups?

- If so, and you have any contact with students, then you are almost assuredly a *Program Volunteer*.
- If you volunteer but have **no contact**, truly **no contact**, as in “**none at all**”, **not as in “well, sometimes, maybe”** contact, with students, and you will volunteer **for less than 10 hours total, at all schools**, then you are a *Casual Volunteer* and you do not need clearances or PPD testing. (If you volunteer at other SASD schools, those hours are included in the 10-hour threshold that determines if you are a Program Volunteer.)

It is probable that persons volunteering for BRBB activities will (1) have contact with students (supervised and unsupervised) and (2) the total district-wide volunteer hours that include contact with children will exceed 10 hours; and so **we ask that all BRBB volunteers get their clearances and take a PPD test** (see Step 4).

#### Step 1: Learn about the SASD volunteer policy and requirements

#### Step 2: Turn in your volunteer application

#### Step 3: Turn in the state-mandated clearances

*For some volunteers, this includes a Federal background check and fingerprinting.*

#### Step 4: Be tested for tuberculosis

Keep originals for your records. Turn in a copy of all clearances to the Band Director *and* to the SAHS office. *Do you volunteer at other schools?* If so, turn copies in to the office at each of those schools.

**Note:** As of the 2015-16 school year, chaperones for overnight field trips are Program Volunteers and are no longer subject to additional requirements.

Questions? Contact any school office or call the SASD Human Resources department at (215) 723-6061.

#### Step 1: Learn about the SASD volunteer policy and requirements

- 1 Before each school year: Read the information on the [Volunteers](#) page of the SASD website. Nearly all BRBB volunteers are considered *Program Volunteers*. (Contact the BRBB President at [president@soudertonbigred.org](mailto:president@soudertonbigred.org), if you are unsure as to your category.)
- 2 Use the **Forms and Links** section at the bottom of the [Volunteers](#) page to (1) learn about SASD volunteer policies and (2) to go to the sites where you apply or register for the required clearances.

**Frequency:** Each school year. District policy can, and does, change.

#### Step 2: Turn in your volunteer application

##### SASD Community Volunteer Registration and Disclosure Statement

**Note:** This form was revised as of the 2015-16 school year to include the *Waiver of Federal Criminal History Report Requirement*. If are able to check the box for this Waiver, then you do not need to obtain the Federal Criminal History Record Information (CHRI) Report. For details, see Step 3.

- 1 On the SASD website, go to the **Forms and Links** section of the [Volunteers](#) page.
- 2 Download, print, and complete the volunteer form.
- 3 Keep the originals of all your paperwork for your own records; turn copies in to the Marching Band Director, the SAHS office, and the offices of any other SASD schools in which you volunteer.

**Frequency:** Turn in a new volunteer form each school year.

#### ***Hands Across the District Volunteer Application: not required for BRBB-only volunteers***

The BRBB does not use the Hands Across the District application. *You do not need to turn in this form in order to volunteer for the BRBB.* If you would like to volunteer for “regular” high school activities, turn it in.

The Hands Across the District coordinators at SAHS use this form to identify and communicate with the “regular” school volunteers. If you turn in this form, you will be part of the pool of high school volunteers and you will receive occasional e-mail messages from Hands Across the District about volunteer opportunities at the high school.

A link to a PDF of the application form is on the SAHS [Hands](#) web page. *(Note: Each school has its own version of the Hands form; if you plan to volunteer at any other school in the District, you also need to complete and turn in the Hands form for that school.)*

**Frequency:** “Regular” high school volunteers should turn this form in one time. You do not need to turn in a new form each school year.

### **Step 3: Turn in the state-mandated clearances**

Keep originals for your records. Turn in a copy of all clearances to the Band Director *and* to the SAHS office. *Do you volunteer at other schools?* If so, turn copies in to the office at each of those schools.

**Clearances from a job or a different organization:** You can submit clearances that you got for “somewhere else” providing they are less than one year old. If they are older than one year, then you need to get new clearances.

#### ***All program volunteers***

Pennsylvania law requires volunteers who have contact with children to submit two Pennsylvania state clearances. To apply: use the links at the bottom of the SASD [Volunteers](#) page.

The Pennsylvania Act 34  
Criminal History Report

- Free to volunteers
- Apply online or on paper
- Results usually available immediately  
*(if completed online; four weeks or longer if completed on paper)*
- Renew every five years

The Pennsylvania Act 151  
Child Abuse Clearance Statement

- Free to volunteers
- Apply online or on paper
- Results usually available within 14 days  
*(if completed online; up to three weeks if completed on paper)*
- Renew every five years

### ***Some program volunteers***

Pennsylvania law requires an additional clearance for volunteers who have contact with children and who meet one or both of these criteria:

- You have lived outside of Pennsylvania for any part of the previous ten years.
- You have been convicted of an offense under §6344 of PA Act 134.

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The Federal Criminal History	• \$27
Record Information (CHRI) Report	• Register online
(including fingerprinting)	• Fingerprinting is done by appointment at the School District Administration Building
	• Renew every five years

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#### ***If you do not meet the CHRI requirement criteria that is listed above***

You do not need to obtain the Federal CHRI report. You do not need to be fingerprinted.

Instead, you **must** affirm the *Waiver of Federal Criminal History Report Requirement* by marking the checkbox for the Waiver on the *SASD Community Volunteer Registration and Disclosure Statement*.

### ***How to get your Pennsylvania Act 34 Criminal History Report***

Submit your request for this report online and, in most cases, you will receive the results immediately.

- 1 On the SASD website, go to the **Forms and Links** section of the [Volunteers](#) page.
- 2 Follow the link for the Act 34 Criminal History Report to open the Pennsylvania Access to Criminal History (PATCH) page.
- 3 Click **New Record Check (volunteers only)**; follow the onscreen prompts to complete the online clearance process.
- 4 Print the clearance results.
- 5 Keep the original for your own records; turn copies in to the Marching Band Director, the SAHS office, and the offices of any other SASD schools in which you volunteer.

**Note:** You don't have to get this clearance online; you can use the paper Form SP4-164A (the version of the form that is for volunteers only) and submit it by mail. However, it may take four weeks or longer to receive results. A PDF version of the form is available on the [PA State Police website](#).

### ***About the Pennsylvania Act 151 Child Abuse Clearance Statement***

**Before you begin:** Create a list of your addresses since 1975 and the names and current ages of everyone you have lived with (family, roommates, and so on), also since 1975. It's okay to have partial information in these sections. Keep this information for future reference, as you will need to renew this clearance in five years.

**Cost:** Free for volunteers (the fee was eliminated in 2015; previously, the cost was \$10)

**Frequency:** You must renew this clearance every five years. The clearance is valid for 60 months from the clearance date (not the date that you turn in the clearance).

**About hard copy certificates and the "void" watermark on copies:** The DHS used to print certificates on ivory marble security paper that, when copied, displayed a "void" watermark. As of 12/31/14, the DHS started to print them on plain white paper. If you already have an older (pre-2015) hard-copy clearance, take the original and a copy of it to the school office. Show the original to school staff and turn in the copy. On the copy, the word "void" is printed as a watermark. This means only that it is not an original document: even though it says "void" on it, the copy **is** what you're supposed to turn in.

**Child Welfare Account.** The first part of the application process involves setting up an account—the state calls it a Child Welfare Account (CWA), but also refers to it as a Keystone ID. You need this account in order to submit your application online and you will also need to use an e-signature to sign it. You do not need to complete the entire application in one sitting.

**Processing time.** It can take up to fourteen days for your application to be processed. Once your application is processed, use your CWA/Keystone ID to access and print your clearance certificate. You can access your certificate online for five years from the submission date.

**Questions?** For more information about the clearance or the application process, read the [FAQ](#) on the state's Child Welfare Portal or contact SASD Human Resources at (215) 723-6061.

### ***How to get your Pennsylvania Act 151 Child Abuse Clearance Statement***

- 1 On the SASD website, go to the **Forms and Links** section of the [Volunteers](#) page.
- 2 Follow the Act 151 link to open the Child Welfare Portal.
- 3 Click the **Create Individual Account** button to set up your CWA and start the application process. After you complete the application, you will receive a confirmation e-mail.
- 4 When your results are ready, log in to your Child Welfare Account and print your certificate.
- 5 Keep the original for your own records; turn copies in to the Marching Band Director, the SAHS office, and the offices of any other SASD schools in which you volunteer.

**Note:** You don't have to apply for this clearance online; you can use the paper Form CY113, the PA Child Abuse History Clearance Application, and submit it by mail. A link to the PDF is in the *Paper Submission* section of the [Clearances](#) page on the PA Dept of Human Services (DHS) website. If you apply by mail, you will receive a paper certificate and you won't be able to access the certificate online. It can take up to fourteen days, plus another four to six mailing days, to receive your results in the mail.

### ***About the Federal Criminal History Record Information (CHRI) Report (including fingerprinting)***

For Program Volunteers, this requirement was new for the 2015-2016 school year. (It's been required for employees since 2007.) This clearance is a "fingerprint-based Federal criminal background check". For Pennsylvania, the clearance process is managed by a third-party company, 3M Cogent.

Getting this clearance is a two-step process:

First: Register online. (*This is the step where you pay the \$27 fee.*)

Second: Set up—and go to!—your appointment with the District to be fingerprinted.

*... and the District does the rest.*

#### **Who needs this clearance?**

Program Volunteers who meet one of these criteria:

- You have lived outside of Pennsylvania for any part of the previous ten years.
- You have been convicted of an offense under §6344 of PA Act 134.

**Cost:** \$27

**Frequency:** You must renew this clearance every five years.

#### **Where to find out all sorts of other details about getting this clearance**

The 3M Cogent site has a lot of information. If you have questions about things like required ID, citizenship documents, the steps in the process, how to print a receipt, and so on: start clicking the links on the 3M Cogent site. The more you click, the more you'll learn.

The SASD website also has a [fingerprinting FAQ](#).

## *How to get your Federal Criminal History Record Information (CHRI) Report (including fingerprinting)*

### Part I: Register online

- 1 Go to the [Fingerprinting](#) page of the SASD website and follow the link for the 3M Cogent site. It takes you to the *Applicant Fingerprinting Online Services* page.
- 2 Follow the **Register Online** link (it's under **Registration Information**) to start your registration, then just follow the onscreen prompts. (Pay attention to the navigation buttons; it's easy to close a page when you think you're going to the next one.)  
**Payment:** *the SASD cannot accept your payment, so you must pay for it when you register.*
- 3 When you are finished, you will get your *RegistrationID*. **Save it, print it, or write it down.** You'll need it when you get your fingerprints taken.

### Part II: Be fingerprinted

- 1 Read the District's fingerprinting [FAQ](#).
- 2 Go to the District's fingerprint [appointment scheduling page](#) to set up your appointment.
- 3 Bring your valid photo ID and your RegistrationID to your appointment.

## **Step 4: Be tested for tuberculosis.**

*If you have any questions about the PPD test or if you would like to confirm that your results are on file with the district and are current and valid, contact [Bonnie Miller](#) at [bomiller@souderstonsd.org](mailto:bomiller@souderstonsd.org).*

#### PPD (tuberculosis) testing

- Free, if administered by SASD elementary school nurse
- Contact your local elementary school to schedule
- 2016 tests administered at elementary schools on [dates are TBD].
- Can be administered by any qualified test provider

- 1 Schedule a test and the follow-up with an elementary school nurse or any qualified provider.
- 2 If you have the test administered at an SASD school, the nurse will submit the results. PPD results are maintained in a central list by the district. You do not need to do anything else.

If you have the test administered anywhere else, submit a copy of the results to the school nurse.

### **PPD Testing FAQ**

#### **Who needs to have a PPD (tuberculosis) skin test?**

All SASD Program Volunteers. Visit the District [Volunteers](#) page for information on who is a program volunteer. Nearly all BRBB volunteers are considered program volunteers. If you are unsure as to your volunteer category, contact the BRBB President at [president@soudertonbigred.org](mailto:president@soudertonbigred.org).

#### **How often do I need to have this test administered?**

One time only. In other words, this is a "once and done" requirement. (In previous years, certain conditions required you to repeat it. Beginning with the 2015-16 school year, that is no longer the case.)

#### **I'm a chaperone on an overnight field trip. Do I need a PPD test?**

Yes, but you do not need to get a new one. All chaperones—for both overnight and single day field trips—are considered to be Program Volunteers, and all Program Volunteers need to have a PPD test on file with the District. In previous school years, there were special requirements for chaperones on overnight field trips, and you needed to have a recent PPD test. As of the 2015-2016 school year, that is no longer the case.

### **When do I need to have the PPD test administered?**

*2016-17 school year: The SASD is offering PPD tests [dates are TBD]. To schedule a test, contact the nurse at the nearest elementary school. Additional testing dates may be scheduled.*

You must have this test administered **before you begin volunteering**. There is no grace period.

### **Where can I have the PPD test administered?**

- At any SASD elementary school. Contact any elementary school nurse in the beginning of September to arrange for a free PPD skin test. **In 2015, tests will be administered [dates are TBD]**. If you need a test after the fall testing dates, contact an elementary school nurse to find out if you can arrange for a mid-year test.
- Your personal physician.
- Any other qualified test provider.

### **How do I contact an elementary school nurse?**

- Call the school nearest to your home and ask for the school nurse. Telephone numbers are listed on the [SASD website](#) for each school.
- Send an e-mail. E-mail addresses are listed in [Directory](#) on the SASD website.

### **How—and to whom—do I submit the results of the test?**

- If you have the test administered at an SASD school, the nurse will submit the results. PPD results are maintained in a central list by the district. You do not need to do anything else.
- If you have the test administered anywhere else (for example, by your personal physician or at your workplace), submit a copy of the results to a school nurse.

### ***Do I need a new PPD test if I moved out of the SASD and then moved back or if I volunteered at SASD schools in the past, but not recently or if I traveled out of the country and visited a high TB risk area?***

No, none of those situations require you to have a new PPD test. In previous years, those situations were considered a “break in service” and a break in service meant that you needed a new PPD test. As of the 2015-16 school year, a break in service no longer requires a new test.