



DANVILLE AREA SCHOOL DISTRICT

VOLUNTEER MANUAL

Please return all completed forms to:
DASD Administrative Offices
733 Ironmen Lane
Danville, PA 17821

DANVILLE AREA SCHOOL DISTRICT
SCHOOL ACTIVITY VOLUNTEER MANUAL

The Danville Area School District welcomes volunteer participation in the many opportunities our schools provide to volunteer and actively participate in our educational programs.

Thank you for your willingness to volunteer!

All volunteers must adhere to guidelines as describe below. IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS LISTED HAVE BEEN COMPLETED AND BOARD APPROVED. All records will be maintained in a secure area in the DASD Administrative Office.

School District Employee

If you are currently employed by Danville Area School District, the only form you need to complete is the **Volunteer Acknowledgement** form (see page 3).

Non-School District Employee

If you are not currently an employee of Danville Area School District, you will need to complete the following items:

1. ___ **Volunteer Acknowledgement** (page 3) - Sign and return to the DASD District Administrative Office.
2. ___ **Volunteer Confidentiality Agreement** (page 4) - Sign and return to the District Administrative Office.
3. ___ **PA State Police Criminal History Clearance** (page 5)
4. ___ **FBI Criminal History and Finger printing** (page 6)
All school volunteers must now obtain a volunteer Service Code from the Pennsylvania Department of Human Services (DHS). This change is in response to a bulletin issued by DHS that indicates all individuals governed by the Child Protective Services Law (CPSL) must obtain clearances through DHS. This change includes all public, private, and nonpublic school volunteers. To obtain a volunteer Service Code, individuals must contact DHS directly at 1-877-371-5422 or RA-PWCPSLQUESTIONS@pa.gov.
5. ___ **PA Child Abuse History Clearance** - (page 7)
6. ___ **Reportable Offense Obligation** - (page 8) Sign and return to the Danville Area School District Administrative Office.

When ALL the application processes have been completed, please submit all forms to the DASD Administrative Office, 733 Ironmen Lane, Danville, PA 17821.

VOLUNTEER ACKNOWLEDGEMENT

Danville Area School District

Volunteers must meet the following requirements:

1. Volunteers must be 18 years of age or older. Volunteers will be under direct supervision of DASD staff. Students 18 years or older, who are volunteering for an event or activity sponsored by the school and occurring on the school's grounds in which the student is enrolled, shall not be required to submit certifications, except when the event or activity is for children in the care of a child-care service, or the student will otherwise be responsible for the welfare of a child.
2. Volunteers must complete all DASD paperwork and be approved by the Danville Area School District Board of Directors to serve in a volunteer capacity.
3. Under no circumstances shall a volunteer be considered an employee of the District.
4. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services.
5. The volunteer position is not a right, but rather a privilege that is granted by the administration. As such, any volunteer or volunteer position can be eliminated at any time for any reason or no reason.
6. The District Administrative Office will make recommendations of volunteers to the DASD Board of School Directors. The DASD Board of Directors approves all volunteers.
7. ___ Please Check if you are in need of financial assistance to cover applicable fees in obtaining the required clearances

As a volunteer, I agree to abide by the Danville Area School Board policies:

Volunteer Printed Name

Volunteer Signature/Date

Volunteer Address

Volunteer Phone Number

Volunteer Email

VOLUNTEER CONFIDENTIALITY AGREEMENT

Danville Area School District

There are federal and state laws that protect the privacy rights of ALL students, staff, and families. There may be times, when working in a school setting, confidential and/or personnel information may be overheard. As a volunteer, you agree that if you do hear this information about a student, staff, or family, you will not repeat this outside of the school.

All student information to which you have access to as a school volunteer is confidential. As a volunteer, you agree that even when you are no longer a volunteer for this school system all confidential and personnel information you may have learned as a volunteer must continue to be confidential.

As a volunteer:

- **I realize that I am subject to all School District policies and procedures.**
- **I will keep confidential and personnel matters private.**
- **I also understand that volunteering in the DASD schools is a privilege and not a right. The school's administration reserves the right to deny or remove any volunteer, for violations of any district policy.**

By signing this agreement, I am stating that I will abide by all DASD policies and procedures and will not divulge information about any student, staff, or family to any person outside the school setting.

Volunteer Name (Print)

Volunteer Signature

Volunteer Email/Phone

Date

Please return signed form to
Danville Area School District
Administrative Office
733 Ironmen Lane
Danville, PA 17821

PA STATE POLICE CRIMINAL BACKGROUND CHECK

Danville Area School District

PA State Police Criminal Background Checks are FREE for volunteers@

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

[New Record Check](#) |

Please follow the directions after clicking the New Record Check button. Please print any documents that generate and submit them with your clearances.

The school is not able to use your Patch ID to retrieve your information, it must be printed and sent in with your clearance information to the

***Danville Area School District
Administrative Office
733 Ironmen Lane
Danville, PA 17821***

Service Name: DHS Volunteer

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

1KG6ZJ

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Card/ Document (I-766) with Photo
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Photo ID Waiver for Minors and U.S. Social Security Card or Birth Certificate

Don't have access to the Internet? You can still schedule an appointment by calling **844-321-2101**



PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

Danville Area School District

The PA Child Abuse History Certification is free for volunteers. Please visit the following site to apply for this clearance:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

The clearance will be emailed to you at the address that was noted on the application within 14 days from the date that the application is received in the Childline Verification Unit.

The school is not able to retrieve your information, it must be printed and sent in with your clearance information to the

***Danville Area School District
Administrative Office
733 Ironmen Lane
Danville, PA 17821.***

REPORTABLE OFFENSE OBLIGATION

Danville Area School District

I fully understand that:

1. If I am arrested for or convicted of a reportable offense that is listed in **24 P.S. §1-111(f.1)** or named as perpetrator in a founded or indicated report, I must provide written notification of the same to the District Administrative Office no later than 72 hours after the arrest, conviction, or notification that I have been listed as a perpetrator.

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.

2. If the District has a reasonable belief that I was arrested or convicted of a reportable offense or was name as a perpetrator in a founded or indicated report, the District can require me to update my clearances before being permitted to continue to volunteer in the District.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration.

Print Name

Signature

Date

Email Address

Please return signed form to
Danville Area School District
Administrative Office
733 Ironmen Lane
Danville, PA 17821