



ONE BOYERTOWN

Volunteer Clearances - Instructions for New Volunteers

Starting July 1, 2015, all individuals volunteering/chaperoning for the first time in any capacity within the Boyertown Area School District are **required** to complete the following three clearances:

1. [Pennsylvania Child Abuse History Clearance – No associated fee](#)
(Once clearance is present to BASD it is valid for 5 years)
2. [Pennsylvania Criminal History Clearance – No associated fee](#)
(Once clearance is present to BASD it is valid for 5 years)
3. [FBI Federal Criminal History Record Report - Fee associated – Service Code: 1KG6Y3](#)
(Once clearance is present to BASD it is valid for 5 years)
Please Note: Please be advised that you will be instructed to provide a service code for the purpose of volunteering. This code is 1KG6Y3. This is specific to volunteering and may not be used for employment purposes.

OR

[Act 153 Volunteer Affidavit – Notary Fee associated](#)

(Once clearance is present to BASD it is valid for 1 year and must be renewed annually)

Please Note: If you have lived continuously in Pennsylvania for at least 10 years, you may submit an Act 153 Volunteer Affidavit on an **annual basis** in place of the FBI Federal Criminal History Record Report. This affidavit must be notarized and submitted to your building's Volunteer Coordinator.

Please click each link above for detailed instructions on how to apply for these clearances. Once you have obtained your clearances, you should submit original clearance reports to the Volunteer Coordinator in your child's building for copying. (See below) All originals will be retained by the parent. You will then be required to submit new clearances every five years for the PA Criminal/Child Abuse/and FBI Fingerprinting and annually if you choose and are eligible for the Act 153 Volunteer Affidavit.

Volunteer Clearances - Instructions for Returning Volunteers

Once your clearances are on file with the BASD. If your current clearances are more than five years old (for example, dated January 2013), you will need to submit a new set of Pennsylvania clearances and the fingerprint Universal Enrollment ID or Act 153 Volunteer Affidavit (if eligible) to your child's building. Please keep in mind that you will need to re-submit all of your clearances before each five-year period has expired. Example: If you obtained your clearances in June 2014, you will be required to re-submit your clearances prior to June 2019 in order to remain in compliance. BASD will maintain a centralized database so presenting clearances to one school will allow volunteers to be approved at all BASD schools.

Volunteer Coordinators	
Athletics – Grades 7-12	Mercedes Erb (BASH)
High School - Office	Patricia Mahoney
MSE	Dee Smith
MSW	Lynda Covalski
Washington Elem.	Lori Moser
Boyertown Elem.	Margaret Finnerty
Colebrookdale Elem	Julie Rhoads
Earl Elem.	Erin Laudenslager
Gilbertsville Elem.	Sarah Chamberlain
NHUF Elem.	Donna Dennis