



# BOYERTOWN AREA SCHOOL DISTRICT

*To enable all students to succeed in a changing world!*



## Volunteer Information - Frequently Asked Questions

**Q. I already have clearances from my work with another organization. May I submit these to my child's school in order to volunteer?**

A. Yes, provided the clearances are all **under one year old**. Please submit the originals for copying. Once you have completed the clearance, you have 365 days from the date on the clearance to turn it in to the student's home school. It is recommended that you turn it in as soon as it is received, do not wait until you have an event at school.

**Q. I don't remember how old my clearances are. How can I find out?**

A. If you have kept the originals, refer to the date on the clearance forms to see when you obtained them. If you cannot locate your originals, it is best to have the clearances done again.

**Q. If I am visiting a school, do I need to have my clearances done?**

A. No. If you are visiting a school for a specific purpose, such as a parent-teacher conference, or you are coming in to provide a one-time service (reading to a class, making a presentation to a class), you do not need to have your clearances on file.

**Q. How much do the clearances cost?**

A. Currently, the child abuse history clearance and criminal history clearances are free for volunteer applicants, and the FBI Federal Criminal History Record costs \$24.45.

**Q. When should I complete my clearances?**

A. It is recommended that you complete clearances at the beginning of the school year. Although clearances are processed in a timely manner, delays do occur so it is highly recommended that you submit clearances early to avoid missing any events.

**Q. Should I keep the original clearance?**

A. It is highly recommended that you keep your original clearances. Many organizations are also requiring the same clearances and therefore it may be beneficial if you have original documentation.



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**Q. My criminal history clearance and child abuse clearance reports are both under three years old. Do I still need to obtain the FBI Criminal History Record report?**

A. Yes, effective July 1, 2015, all volunteers must have the FBI Criminal History Record report on file with the district. Once you obtain this report, please contact the Volunteer Coordinator at your building and ask him/her to add it to your file. **PLEASE NOTE:** If you have lived in Pennsylvania for 10 years or more, you do have another option available. You may obtain an Act 153 Volunteer Affidavit, in which you swear to your PA residency for the last 10 years and that you have not been convicted of the offenses listed on the affidavit. The affidavit must be notarized and submitted annually to the district.

**Q. I am not familiar with the FBI Criminal History Record report. How do I obtain this?**

A. The FBI Criminal History Record report is a fingerprint-based record check. An applicant may register online at [www.identogo.com](http://www.identogo.com) or by phone at 1-844-321-2101. 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. The Boyertown Education Center (911 Montgomery Avenue, Boyertown) is a fingerprinting site. If you are having difficulty scheduling an appointment with Identogo, kindly contact 610-367-6031 x3468.

**Q. Where do I get the Act 153 Volunteer Affidavit?**

A. [Click here to download a copy](#). Please note that this affidavit is only acceptable for volunteers who have lived in Pennsylvania for 10 years or more, and that it must be notarized and submitted annually.

**Q. Is there an advantage to completing the Act 153 Volunteer Affidavit versus the FBI fingerprinting?**

A. You will be required to renew the Act 153 every year versus the FBI fingerprinting renewal requirement of every five years. If you plan on being an active volunteer and your children are young, you may want to consider the fingerprinting because it renews every five years.

**Q. Why do we have to get new clearances every five years? I thought the time period was three years.**

A. In December 2014, the state made amendments to Act 153 (Child Protective Services Law). The law was amended to require all school employees, contractors AND volunteers having direct contact with children to obtain new clearances every 36 months. In July 2015, the state passed Act 15, which then changed the time period for valid clearances from three to five years, so as to make the requirements less onerous for employees and volunteers.



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**Q. I noticed that when I started to register for the PA Child Abuse clearance I was required to create an account?**

A. Yes. You will need to create an account. It is recommended that when you create your account you should save the log-in and password for future use.

**Q. I still have questions. Who can I contact for more information?**

A. Please contact either the Volunteer Coordinator at your child's school building (as listed on the instructions page) or Kelly Mancini, BASD Secretary, for more information at (610) 367-6031, or [kmancini@boyertownasd.org](mailto:kmancini@boyertownasd.org).