



# BOYERTOWN AREA SCHOOL DISTRICT

To enable all students to succeed in a changing world!



## Volunteer

### General Information

Boyertown Area School District is thankful for the support of its many volunteers. We have always required our volunteers to obtain necessary clearances and participate in screening procedures before they can participate. However, you should be aware that recent changes to state laws have led us to update our volunteer screening procedures so that we remain in compliance. Effective July 1, 2015, there will be three clearances required of all volunteers. **The Pennsylvania Child Abuse History Clearance, the Pennsylvania Criminal History Clearance and the FBI Federal Criminal History Record Report (fingerprinting)\*.** These clearances will need to be updated every five years. Please read on for the requirements and for some clarification on who needs to obtain them.

### WHO NEEDS CLEARANCES?

**Volunteers:** A volunteer is an individual who provides recurring assistance in support of a curricular or extra-curricular activity under the general direction and supervision of a staff member employed by the district. A volunteer may, from time to time, have, or may be reasonably expected to have unsupervised contact with students. Examples of volunteers include, but are not limited to: field trip chaperones, college student observers, volunteer athletic coaches, volunteer tutors, play/musical helpers, and library helpers.

**Employees:** All Boyertown Area School District employees are required to maintain active clearances per Pennsylvania laws. These clearances are collected through our Human Resources Department.

### WHO DOES NOT NEED CLEARANCES?

**Visitors:** A visitor is an individual who comes to school infrequently and works in the presence of a teacher/administrator with students. A visitor shall not have unsupervised contact with students and is not required to obtain any of the mandated clearances necessary for employees and program volunteers. Visitors are screened using our Raptor Identification System. Examples of visitors are Career Day presenters or other guest speakers, “mystery readers” in elementary classrooms, or other visitors who are escorted by an authorized staff member.

*\*Volunteers who have lived in Pennsylvania for 10 years or more can forgo the fingerprinting process if they fill out, notarize and submit an **Act 153 Volunteer Affidavit** on an annual basis.*