



Penn Manor School District-Volunteer Application

Today's Date: _____

| | |
|---------------------------------------|--------------------|
| Name of Volunteer's Full Name | |
| Volunteer's Address | |
| Cell Phone | |
| Work Phone | |
| e-Mail Address [REQUIRED] | |
| Are you a Penn Manor Employee? | Yes _____ No _____ |

Please indicate the school(s) where you would like to volunteer by placing a check mark on the line:

- | | | |
|--|--|--|
| <input type="checkbox"/> Central Manor Elementary School | <input type="checkbox"/> Hambright Elementary School | <input type="checkbox"/> Manor Middle School |
| <input type="checkbox"/> Conestoga Elementary School | <input type="checkbox"/> Martic Elementary School | <input type="checkbox"/> Marticville Middle School |
| <input type="checkbox"/> Eshleman Elementary School | <input type="checkbox"/> Letort Elementary School | <input type="checkbox"/> Penn Manor High School |
| | <input type="checkbox"/> Pequea Elementary School | |

Please indicate the capacity in which you would like to volunteer by placing a check mark on the line:

- | | | |
|---|--|---|
| <input type="checkbox"/> Field Trip Volunteer | <input type="checkbox"/> Club Volunteer | <input type="checkbox"/> Special events |
| <input type="checkbox"/> Classroom Volunteer | <input type="checkbox"/> Other – Please list _____ | |
- Booster Club (list name of Booster Club) _____

Names of children or relatives attending school within the District. List names and what school(s) they attend:

Emergency Contact Information:

Emergency Contact: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Physician: _____ Phone: _____

In the event of an emergency, I am releasing permission to seek help as listed above or the nearest doctor, hospital or ambulance available. I will assume responsibility for fees incurred by such emergency, if applicable.

Signature: _____ Date: _____

Clerances Required:

- **Child Abuse Clearance** – requests for clearance certifications may be made online at <https://www.compass.state.pa.us/CWIS>. This is the Child Welfare Portal where you must set up an account. Free when choosing volunteer as a reason for the request.
- **Pennsylvania State Police Reports** – Free when choosing volunteer as a reason for the request. This online application will provide immediate results. Be sure to click on "Certification Form" at the end of the process to reveal the actual clearance for you to print <https://epatch.state.pa.us/>
- **FBI/Fingerprints (IF YOU HAVE NOT LIVED IN PA FOR 10 CONSECUTIVE YEARS)**– There will be a fee for the FBI Fingerprinting. To pre-enroll and register to be fingerprinted, go to <https://uenroll.identogo.com/> You will be prompted to enter a service code to register. Please use **1KG6XN**

Additional Information:

*You cannot volunteer until all clearances have been submitted and approved by your Building Principal and HR. Questions regarding approval should be directed to your child's Building Secretary. Forward your clearances to: **Your child's Building Secretary** or jessica.ayala@pennmanor.net*



The Penn Manor School District Volunteer Agreement

1. My full name is _____, and I reside at the following address _____.
2. I agree to perform the duties assigned to me in accordance with the District policies and procedures.
3. I agree to conduct myself in a professional manner, to promote the education and interests of the students and the reputation of the Penn Manor School District.
4. I agree not to disclose any confidential information or materials that I may have access to as a result of my volunteer assignment.
5. I agree not to post student information or pictures on social media sites.
6. I understand that as a volunteer I must work under the direction of a Penn Manor School District professional employee at all times.
7. I understand that I may be dismissed if I have been named as a perpetrator or a founded report of child abuse or as the individual responsible for injury of abuse in a founded report.
8. I agree that any contact with students beyond my approved method of contact associated with my volunteer work, must be pre approved by the student's parents/guardians and the buildings' administrator.
9. I have read, understand, and agree to comply with the provisions of the Penn Manor School District's Policies 916 Volunteers, 103 Discrimination/Title IX Sexual Harassment Affecting Students, 806 Child Abuse, 247 Hazing, 824 Maintaining Professional Adult/Student Boundaries.
10. I confirm that I have never arrested or convicted of certain offenses, including offenses that would prohibit my volunteering under 23 Pa. C.S.A. 6344(c) and certain other offenses. I have never been named as a perpetrator in a founded or indicated report of child abuse, in the future if arrested or convicted for any such offense or named as a perpetrator, I will provide written notice on PDE-6004 to the District Superintendent or Human Resources Director within 72 hours of such incident.
11. I understand that all of my clearances are valid and must be renewed every 60 months, and that I will not be permitted to serve as a volunteer in direct contact with children without valid clearances.
12. I understand a violation of any of the terms of this volunteer agreement could result in termination of my volunteer assignment from the Penn Manor School District.
13. I understand that the volunteer position with the Penn Manor School District for which I am applying is an unpaid position.
14. I have been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) year period, i.e., **to/from** _____ dates ten years prior to current date of this application.
15. I have not been a resident of the Commonwealth of Pennsylvania for the past ten (10) years. ***(Please initial only if this applies to you)*** _____. **(VOLUNTEERS WHO HAVE NOT LIVED IN PA FOR A CONSECUTIVE 10 YEAR PERIOD WILL BE REQUIRED TO PROVIDE AN FBI CLEARANCE).**

My signature indicates the following: all information provided by me is both current and accurate. I have received and read the Penn Manor School District policies, volunteer terms, conditions, and I agree with all of them. I further understand that any false statements can and will be punishable by law.

Volunteer's name (please print): _____

Volunteer's signature: _____ Date: _____

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

- By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

- By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

| | |
|---|---|
| <ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) | <ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children) |
|---|---|
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **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.