

## 2018-2019 Volunteer clearances guide

for the Big Red Marching Band, Encore! Indoor Percussion, and Forté Winter Guard

In June 2014, to begin compliance with PA Act 153, the Souderton Area School District began to phase in criminal background and child abuse clearance requirements for most volunteers. PA Act 153 took effect in July 2015. The SASD requirements were further revised to fully comply with the law. The requirements are described on the SASD website on the “Volunteers” page, which is listed on the “Community” menu. The District also requires most volunteers to have a PPD (tuberculosis) skin test.

### Step 1: Learn about the SASD volunteer policy and requirements

#### Step 2: Turn in your volunteer application

#### Step 3: Turn in the state-mandated clearances

*For some volunteers, this includes a Federal background check and fingerprinting.*

#### Step 4: Be tested for tuberculosis

Keep originals for your records. Turn in a copy of all clearances to the Band Director *and* to the SAHS office. *Do you volunteer at other schools?* If so, turn copies in to the office at each of those schools.

**Note:** As of the 2015-16 school year, chaperones for overnight field trips are Program Volunteers and are no longer subject to additional requirements.

*Questions? Contact any school office or call the SASD Human Resources department at (215) 723-6061.*

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## Step 1: Learn about the SASD volunteer policy and requirements

- 1 Before each school year: Read the information on the [Volunteers](#) page of the SASD website. Nearly all BRBB volunteers are considered *Program Volunteers*. (Contact the BRBB President at [president@soudertonbigred.org](mailto:president@soudertonbigred.org) if you are unsure as to your category.)
- 2 Use the links on the [Volunteers](#) page to (1) learn about SASD volunteer policies and (2) to go to the sites where you apply or register for the required clearances.

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## Step 2: Turn in your volunteer application

### SASD Volunteer Registration and Disclosure forms

Custodial parents and guardians complete the *Parent/Guardian Volunteer Registration and Disclosure Statement*. Non-custodial parents and community members complete the *Community Volunteer Registraton and Disclosure Statement*.

Both forms include the *Waiver of Federal Criminal History Report Requirement*. If are able to check the box for this Waiver, then you do not need to obtain the Federal Criminal History Record Information (CHRI) Report. For details, see Step 3.

- 1 On the SASD website, go to the [Volunteers](#) page.
- 2 Download, print, and complete the volunteer form.
- 3 Keep the originals of all your paperwork for your own records; turn copies in to the Marching Band Director, the SAHS office, and the offices of any other SASD schools in which you volunteer.

**Frequency:** Complete a new form each school year.

### Hands Across the District Volunteer Application: not required for BRBB-only volunteers

The BRBB does not use the Hands Across the District application. *You do not need to turn in this form in order to volunteer for the BRBB.* If you would like to volunteer for “regular” high school activities, then you do need to turn in the Hands form. You can find the form (high school version) on the SAHS [Hands](#) page.

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### Step 3: Turn in the state-mandated clearances

Keep originals for your records. Turn in a copy of all clearances to the Band Director *and* to the SAHS office. *Do you volunteer at other schools?* If so, turn copies in to the office at each of those schools.

**Clearances from a job or a different organization:** You can submit clearances that you got for “somewhere else” providing they are less than one year old. If they are older than one year, then you need to get new clearances.

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#### *Required for all program volunteers*

The Commonwealth of Pennsylvania requires volunteers who have contact with children to submit two Pennsylvania state clearances. To apply: follow the links on the SASD [Volunteers](#) page.

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The Pennsylvania Act 34  
Criminal History Report

- **Free to volunteers**
- Apply online or on paper
- Results usually available immediately  
*(if completed online; four+ weeks if completed on paper)*
- Renew every five years

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The Pennsylvania Act 151  
Child Abuse Clearance Statement

- **Free to volunteers**
  - Apply online or on paper
  - Results usually available within 14 days  
*(if completed online; up to three weeks if completed on paper)*
  - Renew every five years
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#### *Required for some program volunteers*

The Commonwealth of Pennsylvania requires an additional clearance for volunteers who have contact with children and who meet this criteria:

- You have lived outside of Pennsylvania for any part of the previous ten years.
- You have been convicted of an offense under §6344 of PA Act 134.

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The Federal Criminal History  
Record Information (CHRI) Report  
(including fingerprinting)

- \$27
  - Register online
  - Fingerprinting is done by appointment at the School District Administration Building
  - Renew every five years
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To register: use the link at the bottom of the SASD [Volunteers](#) page.

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#### ***If you do not meet the CHRI requirement criteria that is listed above***

You do not need to obtain the Federal CHRI report. You do not need to be fingerprinted. Instead, you **must** affirm the *Waiver of Federal Criminal History Report Requirement* by marking the checkbox for the Waiver on the *SASD Community Volunteer Registration and Disclosure Statement*.

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### Step 4: Be tested for tuberculosis

*If you have any questions about the PPD test or if you would like to confirm that your results are on file with the district and are current and valid, contact [Bonnie Miller](#) at [bomiller@souderstonsd.org](mailto:bomiller@souderstonsd.org).*

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PPD (tuberculosis) testing

- Free, if administered by SASD elementary school nurse
  - Contact your local elementary school to schedule
  - Tests are usually administered at elementary schools. Contact any elementary school nurse for dates.
  - Can be administered by any qualified test provider
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