



BELLWOOD-ANTIS SCHOOL DISTRICT VOLUNTEER MANUAL

Please return all completed forms to:

BASD Administrative Office

300 Martin Street

Bellwood, PA 16617

or

Email Susan Grassmyer @

sdgrassmyer@blwd.k12.pa.us

**BELLWOOD-ANTIS SCHOOL DISTRICT
SPORT/SCHOOL ACTIVITY VOLUNTEER MANUAL**

The Bellwood-Antis School District welcomes volunteer participation in the many opportunities our schools provide to volunteer and actively participate in our educational programs.

Thank you for your willingness to volunteer!

All volunteers must adhere to guidelines as describe below. IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS LISTED HAVE BEEN COMPLETED AND BOARD APPROVED. All records will be maintained in a secure area in the BASD Administrative Office. You must be Board approved before beginning volunteer work.

School District Employee

If you are currently employed by Bellwood- Antis School District, the only form you need to complete is the **Volunteer Acknowledgement** form (see page 3).

Non-School District Employee

If you are not currently an employee of Bellwood-Antis School District, you will need to complete the following items.

1. ___ **Volunteer Acknowledgement** (page 3) – Sign and return to the BASD District Administrative Office.
2. ___ **Volunteer Confidentiality Agreement** (page 4) – Sign and return to the District Administrative Office.
3. ___ **PA State Police Criminal History Clearance** (page 5)
4. ___ **FBI Criminal History and Fingerprinting** (pages 5 & 6)
A volunteer may NOT have to submit fingerprints if the volunteer submits an affidavit affirming that the volunteer:
 - a) Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; **and**
 - b) Has never been convicted of a Reportable Offense in PA or any other state jurisdiction, including foreign jurisdictions.
5. ___ **PA Child Abuse History Clearance** – (page 7)
6. ___ **Reportable Offense Obligation** – (page 8) Sign and return to the District Administrative Office.
7. ___ ***Child Abuse Training (Act 126) Mandated Reporter** –Training is available online for free at www.reportabusepa.pitt.edu. Upon completion, participants will receive a certificate. A copy of the certificate must be submitted to the District Administrative Office for verification. ***This is required ONLY if the volunteer is volunteering 10+ hours per week.**
8. ___ ***TB Test:** A negative TB test must be on file with the school. ***This is required ONLY if the volunteer is volunteering 10+ hours per week.**

VOLUNTEER ACKNOWLEDGEMENT

Bellwood-Antis School District

Volunteers must meet the following requirements:

1. Volunteers must be 18 years of age or older. Volunteers will be under direct supervision of BASD staff. Students 18 years or older, who are volunteering for an event or activity sponsored by the school and occurring on the school's grounds in which the student is enrolled, shall not be required to submit certifications, except when the event or activity is for children in the care of a child-care service, or the student will otherwise be responsible for the welfare of a child.
2. Volunteers must complete all BASD paperwork and be approved by the Bellwood-Antis School District Board of Directors to serve in a volunteer capacity.
3. Under no circumstances shall a volunteer be considered an employee of the District.
4. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services.
5. The volunteer position is not a right, but rather a privilege that is granted by the administration. As such, any volunteer or volunteer position can be eliminated at any time for any reason or no reason.
6. The District Administrative Office will make recommendations of volunteers to the BASD Board of School Directors. The BASD Board of Directors approves all volunteers.

As a volunteer, I agree to abide by the following Bellwood-Antis School Board policies:

#248 – Student Unlawful Harassment

#348 – Unlawful Harassment

#806 – Child Abuse

#916 – Volunteers

DATE

Volunteer Printed Name

Volunteer Signature

Volunteer Address

Volunteer Phone Number

Volunteer Email

Sport

Athletic Director Signature/Date

School Activity

Advisor Signature/Date

School Principal Signature

Date

VOLUNTEER CONFIDENTIALITY AGREEMENT

Bellwood-Antis School District

There are federal and state laws that protect the privacy rights of ALL students, staff, and families. There may be times, when working in a school setting, confidential and/or personnel information may be overheard. As a volunteer, you agree that if you do hear this information about a student, staff, or family, you will not repeat this outside of the school.

All student information to which you have access to as a school volunteer is confidential. As a volunteer, you agree that even when you are no longer a volunteer for this school system all confidential and personnel information you may have learned as a volunteer must continue to be confidential.

As a volunteer:

- **I realize that I am subject to all School District policies and procedures.**
- **I will keep confidential and personnel matters private.**
- **I also understand that volunteering in the BASD schools is a privilege and not a right. The school's principal reserves the right to deny or remove any volunteer, for violations of any district policy.**

By signing this agreement, I am stating that I will abide by all BASD policies and procedures and will not divulge information about any student, staff, or family to any person outside the school setting.

Volunteer Name (Print)

Volunteer Signature

Volunteer Email/Phone

Date

Please return signed form to Bellwood-Antis School District, Administrative Office, 300 Martin Street, Bellwood, PA 16617.

PA STATE POLICE CRIMINAL BACKGROUND CHECK

Bellwood-Antis School District

PA State Police Criminal Background Checks are FREE for volunteers @

<https://epatch.state.pa.us>

New Record Check

Please follow the directions after clicking the New Record Check button. Please print any documents that generate and submit them with your clearances.

The school is not able to use your Patch ID to retrieve your information, it must be printed and sent in with your clearance information to the District Administrative Office, 300 Martin Street, Bellwood, PA 16617 or email sdgrassmyer@blwd.k12.pa.us

FBI FEDERAL CRIMINAL HISTORY RECORD

FINGERPRINTS

Please to email sdgrassmyer@blwd.k12.pa.us.

- a. If the volunteer has NOT been a resident of the state of PA for the past 10 years, they must obtain FBI fingerprints –[IdentoGO \(https://uenroll.identogo.com\)](https://uenroll.identogo.com). Code is 1KG6ZJ for Volunteer.

The volunteer must the provide to the District the UEID number (starts with UZSV) to enable the School District to officially view the Criminal History Record online.

If you have lived in PA for the past 10 years, you may complete the next page (Volunteer Affidavit) instead of obtaining fingerprints:

VOLUNTEER AFFIDAVIT

(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: _____ DATE: _____

Address: _____

Telephone: _____

Volunteer Positions Desired: _____

I, _____ (Name), hereby attest that all information provided below is correct and current. I understand that if this any false statements can and will be punishable by law.

1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from _____ [date ten years prior to current date], to the current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
 - 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 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 3125 (relating to aggravated indecent assault).
 - Section 3126 (relating to indecent assault).
 - Section 3127 (relating to indecent exposure).
 - Section 4302 (relating to incest).
 - Section 4303 (relating to concealing death of child).
 - 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 (relating to corruption of minors).
 - Section 6312 (relating to sexual abuse of children).
 - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
 - A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: _____ Date: _____

Attest/Witness: _____ Date: _____

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

The PA Child Abuse History Certification is free for volunteers. Please visit the following site to apply for this clearance:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

Please return to Bellwood-Antis School District, Administrative Office, 300 Martin Street, Bellwood, PA 16617 or ***email sdgrassmyer@blwd.k12.pa.us***

REPORTABLE OFFENSE OBLIGATION

Bellwood-Antis School District

As required by statute and Policy 916, I fully understand that:

1. If I am arrested for or convicted of a reportable offense that is listed in 23 Pa CSA 6344.3 or named as perpetrator in a founded or indicated report, I must provide written notification of the same to the District Administrative Office no later than 72 hours after the arrest, conviction, or notification that I have been listed as a perpetrator.
2. If the District has a reasonable belief that I was arrested or convicted of a reportable offense that is listed in Policy 916 or was name as a perpetrator in a founded or indicated report, the District can require me to update my clearances before being permitted to continue to volunteer in the District.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration.

Print Name

Signature

Date

Email Address

Please return signed form to Bellwood-Antis School District, Administrative Office, 300 Martin Street, Bellwood, PA 16617 or **email sdgrassmyer@blwd.k12.pa.us**