

## Volunteering at Beaver Area School District

Thank you for your interest in volunteering with Beaver Area School District! We greatly appreciate the added support our many dedicated volunteers provide to our schools and students.



In accordance with amendments to the State Child Protective Services Law (CPSL), amending School Code requirements, the District has adopted changes to the Child Abuse Policy.

*Under the new law, any adult applying for an unpaid position as a volunteer responsible for the welfare of a child, or having direct contact with children, must have clearances and these clearances must be renewed every 60 months.*

These new requirements are effective January 1, 2015.

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### ☒ **Volunteering for the First Time at Beaver Area School District (BASD)?**

Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to their child's school:

#### **1) Criminal Record and Child Abuse Clearances (Both of these are required) are free of charge effective July 25, 2015.**

- PA State Criminal History Report (obtained online) @ <https://epatch.state.pa.us/Home.jsp>
- Child Abuse History Clearance (obtained online) @ <https://www.compass.state.pa.us/CWIS>

#### **2) FBI Criminal History Report (Required for residents who have lived out of the state)**

**Volunteers who have not been a resident of PA for ten consecutive years must submit an FBI Criminal History Report as follows:**

- The FBI Criminal History Report (apply online) fingerprinting required.  
FBI report registration number will be provided once an individual applies online @ [https://www.pa.cogentid.com/index\\_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm), cost: \$27.00.

**Volunteers who have been a resident of PA for ten consecutive years must comply with the following instructions to be approved as a volunteer.**

- In lieu of completing the FBI Criminal History Report, volunteers who have been a resident of PA for ten consecutive years must complete a Volunteer Affidavit and have it notarized.

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### ☒ **Already a Volunteer at BASD?**

If a parent or community member was cleared for volunteering prior to January 1, 2015, and have clearances that are more than three years old, they must submit the updated required clearances as outlined above prior to the upcoming school year.

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### ☒ **What to Expect?**

Common expectations of our volunteers are:

- Volunteers should sign in when they enter the building, and sign out when they are leaving.
- For safety and security, all volunteers must wear a volunteer identification badge displaying their photo.
- Volunteers must protect teachers' and students' right to privacy.
- Volunteers will not be permitted to directly administer discipline, nor will they be permitted to administer First Aid and CPR unless they are certified, and only in the case of an emergency.

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### ☒ **Have Questions?**

If you have questions, please contact Volunteer Coordinator, Tracy Main @ 724-774-0251 ext. 5004 or [maint@basd.k12.pa.us](mailto:maint@basd.k12.pa.us). The Volunteer Office is located at 1300 Fifth Street, Beaver, PA 15009, from 8:00AM – 4:30PM, Monday - Friday.

*Thank You Volunteers*